

SAN GABRIEL/POMONA REGIONAL CENTER

LETTER OF INTEREST PROCESS

SAN GABRIEL/POMONA REGIONAL CENTER IS ACCEPTING LETTERS OF INTEREST

San Gabriel/Pomona Regional Center (SG/PRC) is accepting Letters of Interest for unmet service needs that have been identified within the agency. Individuals and agencies offering an identified service may submit a letter of interest. Applications are reviewed and eligible applicants are selected to move to the next stage of development.

Applicants may be asked to submit a program design using guidelines/templates provided by SG/PRC, depending on the service. These program designs are reviewed by a Resource Developer for compliance with applicable regulations, qualifications, and use of best practices. When the program design has been approved, the applicant will be asked to complete and return SG/PRC vendorization forms including a cost statement and other documentation such as professional licenses and insurance certificates.

When all documentation has been submitted, the rate will be established, a unique vendor number assigned, and a payment agreement signed by the vendor and SG/PRC. Once the process has been completed, the newly vendored provider is ready to receive referrals.

Due to the limited time constraints for development, we request that applicants only submit letters of interest for services that address SG/PRC's immediate needs listed below.

INSTRUCTIONS FOR SUBMISSION OF LETTER OF INTEREST & RELATED DOCUMENTS

To apply for the service included in a Letter of Interest, please submit the following documents:

- 1) Cover Page**
- 2) DS1891**
- 3) Statement of Experience and Qualifications and**
- 4) Requested Documents as Described in the Guidelines**

Applications must be formatted and submitted exactly as described below, in order to be considered. Applicants must be able to demonstrate appropriate qualifications and experience for the proposed service. After review of the application, selected applicants may be invited to submit a Program Design that meets SG/PRC guidelines depending on the particular service.

The Cover Page and Statement of Experience and Qualifications are provided for your convenience in these Instructions. They are provided in PDF format. Complete and submit the forms electronically or print and scan the completed documents and submit in Adobe PDF format.

Submit the Cover Page, Statement of Experience and Qualifications, and Requested Documents as

Described in the Guidelines electronically via e-mail to resources@sgprc.org. You will receive an auto-response acknowledging receipt of your submission. Please print and keep a copy of this e-mail for your records. If you do not receive an auto response or if you do not receive a written notification of the status of your application from SG/PRC within ten business days, you should contact SG/PRC Community Services at (909) 620-7722 and verify that your application was received.