

Sec. 17a-230-2. Application process

(a) Any provider requesting funding under these regulations shall make application to the department prior to the authorization of the clients or the establishment of a rate by the department of income maintenance during times designated by the Commissioner for receipt of applications.

(b) The application shall be on forms provided by the department and shall at least include the following information:

(1) name and address of corporation, person or persons who will operate the private residential facility,

(2) list of other programs and their addresses currently being run by the corporation or person,

(3) full disclosure of partners or board members, and officers,

(4) if a corporation, a copy of a financial audit conducted within the past two years by an independent certified public accountant, or licensed public accountant,

(5) if a person or partnership, three professional references and present employment information,

(6) concerning the private residential facility for which funds are requested:

(A) type of private residential facility,

(B) proposed opening date,

(C) proposed number of clients,

(D) specific location,

(E) age, sex and disability range of proposed clients,

(F) type of day programs to which clients will have access,

(G) staffing pattern by shift,

(H) professional/clinical services to be provided,

(I) proposed operating budget,

(J) advance payment requirements, and

(K) method of financing the development of the private residential facility and any long term financing requirements.

(c) The commissioner shall review each provider's application and shall notify the applicant within sixty days of the closing date for the receipt of application as to his decision. In his review, the commissioner shall consider the relationship of the proposal to the department's residential plan, the financial feasibility of the proposal and its impact on the applicant's rate and financial condition, the proposal's contribution to quality, accessibility and cost-effect, residential service and any other factors which the commissioner deems relevant including:

(1) whether the existing or proposed administrative structure is sufficient to properly develop, operate and maintain the proposed private residential facility on a continuous long term basis. Evidence shall include at least the following:

(A) operating policies and procedures, (B) provision for supervision of staff, (C) provision for implementation of clients' plans of care, (D) availability of program support services, and (E) provision for administrative oversight.

(2) Whether the provider has or can obtain the necessary financial resources to establish and maintain the proposed private residential facility, evidence of which shall include at

least the following: (A) availability of capital financing for property development (B) provision for start up and working capital requirements, and (C) financial management abilities.

(d) Project Review Committee

There shall be a statewide project review committee (see P.A. 83-39, Sec. 15) which shall review all proposals to be funded. The committee shall report to the commissioner its findings and recommendations on each application on whether it is appropriate for housing retarded persons and whether it meets the department's statewide residential plan.

(e) The commissioner's approval for funding may include a commitment to: advance payments as provided in Sec. 3 of these regulations, the number of residential beds, levels of care and a specific opening date for the private residential facility. Such commitment shall remain in effect for no more than sixty days past any specified opening date of the private residential facility, approved by the commissioner. An extension of such commitment may be granted by the commissioner if an extension request is received in writing no later than ten days before the specified opening date.

(Effective June 28, 1994)