

# Bay Area Collaborative

Andrew M. Ownby, BAC Chairperson  
Solano County SELPA  
5100 Business Center Drive  
Fairfield, CA 94534

January 25, 2024

Preferred Nonpublic School/Agency

Re: Annual COLA and Rate Increase Request Application Window is Open

Dear Bay Area Collaborative (BAC) Preferred Provider,

This letter is to inform you that the annual application window for submitting a request for a [Cost-of-Living Adjustment \(COLA\)](#)<sup>1</sup> or rate increase for the 2024-25 school year is open from January 26, 2024, through February 9, 2024.

Please review the following information if you intend to apply for a COLA or rate increase.

1. All applications for an increase must be submitted [here](#) with **all required** supporting documentation (see attached) by the close of business (5:00 PM), February 9, 2024.

**Incomplete or late applications will not be accepted!**

2. If you are only applying for a COLA increase, the process is streamlined!
  - a. COLA only applicants need to select the COLA only option and submit their request [here](#) by the deadline. No other documentation is required!
  - b. The NPS/A COLA-only request will be granted in accordance with the [Operating Guidelines](#) of the BAC.
  - c. NPS/A requesting **COLA only** do **NOT** need to participate at the rate increase panel presentations!
3. To apply for a rate increase, your agency must submit a complete application AND attend the panel meetings:
  - a. The application **must include**:
    - i. A complete application ([click here](#)).

<sup>1</sup> The approved COLA applicable to 2024-25 is 8.22%

# Bay Area Collaborative

- ii. BAC Rate Increase Request Form. Please note, the BAC is no longer accepting fee ranges. We recognize that specific skills and certifications warrant different fees (e.g., bilingual providers, where necessary).
- iii. Prior year actual expenditures, current year budget, the proposed budget for the 2024-25 school year, and a budget narrative supporting your request which details the specific rationale for the requested increase.
- iv. A copy of your NPS/A's current California Department of Education (CDE) Certification.
- v. Any other supporting documents you feel will assist the panel members.

The documents mentioned above are attached and available on the BAC section of the Solano County SELPA website at [www.solanocountyselpa.net/governance/bac](http://www.solanocountyselpa.net/governance/bac).

## b. Panel Meeting:

- i. The panel meetings will be held on **March 11, 2024**, via videoconference.
- ii. You **must ensure** individuals knowledgeable about the specific nature and rationale for the rate increase request **attend the Bay Area Collaborative Panel meeting** to address the panel.
- iii. Failure to present the request in person (via videoconference) at the panel meeting will result in the denial of the request.

Thank you for your continued membership in the Bay Area Collaborative!

*Andrew M. Ownby,*  
BAC Chairperson

<sup>1</sup> The approved COLA applicable to 2024-25 is 8.22%