

EASTERN LOS ANGELES REGIONAL CENTER

ANNOUNCEMENT

OF

**COMMUNITY PLACEMENT PLAN (CPP) START-UP AWARD
SPECIALIZED RESIDENTIAL FACILITIES FOR ADULTS
(HABILITATION)**

**FISCAL YEAR 2013 - 2014
PROJECT SRF1 & SRF2**

REQUEST FOR PROPOSALS (RFP)

EASTERN LOS ANGELES REGIONAL CENTER
COMMUNITY PLACEMENT PLAN (CPP) START-UP AWARD
FISCAL YEAR 2013 - 2014
REQUEST FOR PROPOSALS
FOR TWO SPECIALIZED RESIDENTIAL FACILITIES FOR
ADULTS (HABILITATION)

SUMMARY OF PROJECT

Eastern Los Angeles Regional Center (ELARC) is seeking proposals for two Specialized Residential Facilities for Adults (Habilitation) with the Community Placement Plan (CPP) start-up grants. **Each facility will be awarded in an amount of \$250,000.00 for property renovation and up to \$125,000.00 for service provider start-up costs being sought for next fiscal year. The aforementioned \$250,000.00 fund is assigned to approved, allowable costs for the renovation of the property and additional \$125,000.00 will be sought in the next fiscal year to partially offset approved, allowable reasonable costs incurred in the development of the residential programs.**

Awardee(s) will need to lease a property(ies) purchased and owned by a non-profit housing corporation and operate a minimum of ten years. **If the awardee(s) is a for-profit organization, it is the responsibility of the awardee(s) to pay the property tax after possession of the property(ies).** Renovation of the property is the responsibility of the non-profit housing corporation selected although the renovation fund will be encumbered with the selected residential provider. Funding for the facility renovation shall be included as a line item in the proposed budget for the total award amount up to \$375,000.00. Renovation grant in the amount of \$250,000.00 for fiscal year 2013-2014 was already approved by DDS. ELARC will request DDS approval of \$125,000.00 for fiscal year 2014-2015 for each facility development.

The property(ies) will be licensed for no more than four beds by the Department of Social Services of the State of California as Adult Residential Facility for the bedridden residents. The homes need to be available to serve consumers who exhibit strong needs for psychiatric services/resources, positive behavior support, and may be judicially involved, and may have restricted health conditions who will be leaving the State Porterville Developmental Center, Canyon Springs, and/or are at risk for that level of service/support to safely reside within their home communities. Priority for age in place. The selected service provider(s) should be able to develop and implement restricted health care plans as necessary.

The prospective homes will be vendored under Specialized Residential Facility (Habilitation) and the rate is negotiated with the selected applicant(s). The negotiated rate shall not exceed the median rate at the time of vendorization. The current median rate for 4-bed CPP home is \$17,682.75 per consumer per month.

Applicants are not limited to apply for only one facility, however, ELARC does not exclude the possibility of awarding a selected applicant to develop only one facility even though the proposal may be for developing two (2) facilities.

Applicants must adopt a non-reject policy toward consumers referred for services and a commitment for modifying supports to ensure continued stability.

The interested parties are invited to submit a proposal in accordance with the specifications contained in this Request for Proposal (RFP) for the development and operation of the facility(ies) to ELARC.

Start up monies are awarded with the intent of defraying the cost to develop new services. Therefore, commitments in the form of hard (dollar) and/or soft (in-kind) contributions are necessary for each applicant receiving an award. Selection will be based on the proposal which best meets the desired elements.

PURPOSE & SCOPE

The selected service provider(s) will be required to develop and operate the Specialized Residential Facility(ies) for Adults (Habilitation) for no more than four adults with developmental disabilities, who exhibit strong needs for psychiatric services/resources and positive behavior support. The home(s) will be located within our catchment area as indicated in the attached **EXHIBIT A**. In addition, the home(s) will be located in a typical residential neighborhood having enough indoor and outdoor space for resident activities.

Additional specifications for the prospective facility(ies) are provided below:

Features:

- Private bedroom for each consumer (no more than 4 consumers)
- A home with a fenced yard and a park nearby
- Four bedridden residents
- Highly structured program services, including night component with awake staff
- Assist consumers in accessing mental health resources, medical resources, other generic resources, community treatment groups (drug and alcohol treatment program and anti-gang support groups) and other supports in compliance with the court orders.
- Support consumers to complete judicial requirements.
- Support consumers to comply with probation requirements.
- Required State Developmental Center Transition Program participation as facilitated by the Regional Center State Developmental Center Liaison and the

Regional Resource Development Program at State Developmental Center. The selected service provider(s) needs to coordinate and collaborate with the Regional Resource Development Program which will introduce the State Developmental Center Transition Team. The State Developmental Center Transition Team is composed of a physician, psychologist, and direct care staff who are most familiar with the consumer.

Personnel Qualifications:

Administrator: Minimum of two years recent full time experience working with persons who are dually diagnosed (developmental disability/mental illness) in an administrative or managerial capacity in a residential setting. Experience with consumers with a dual diagnosis within the context of the Mental Health Court, Criminal Court, and/or Probation Department is highly desirable. Competencies in anger management, crisis management, leadership, and quality oversight. The administrator with psychiatric technician license is preferred. Possession of ARF Administrator, DSP I, DSP II, ELARC Residential Services Orientation, & CPI certificates prior to provision of services to consumers.

Alternate Administrator: An alternate administrator will be designated to serve as the administrator in the event the administrator is unavailable. In addition, this alternate administrator must meet the same requirements as for the administrator indicated above.

Direct care staff (DSP): Minimum of one year recent full time experience working in a residential setting with persons that have a developmental disability, behaviors that impact health and safety, & dual diagnoses (developmental disability/mental illness). Familiarity with charting, medication administration and side effects, collection of behavioral data, positive behavior support. DSP will have the ability to speak English and the primary language of the consumer. Staff include a minimum of 2 Psychiatric Technician and/or Licensed Vocational Nurse. Direct care staff should possess skills and expertise to effectively manage assaultive behaviors and implement restricted health care plan. Highly recommended that direct service staff possess skills and expertise to effectively manage a wide range of forensic (i.e. substance abuse, gang affiliation) issues.

Possession of certificates for DSP I, DSP II, First Aid/CPR & CPI prior to provision of services to consumers required. **The salary for direct care staff is at least 150% of the minimum wage in California (\$13.50 per hour beginning July 1, 2014).**

Consultant/Staff Hours: Both direct care staff hours and behavior management consultant hours should exceed requirements set forth in Title 17 Regulations, Section 56004 (c) (2) (D), 56004 (d) and 56004 (f).

Minimum of one direct care staff person for up to two consumers in the facility. Minimum of two direct care staff during peak programming hours when three consumers are under the supervision of facility staff. A minimum of three direct care staff during peak programming hours when four consumers are under the supervision of facility staff. Peak programming hours mean 7:00 am - 9:00 am and 16:00 pm - 20:00 pm from Monday through Friday, and 12:00 noon - 20:00 pm on weekends. During non-peak program hours, the staffing will be subject to regional center approval. Minimum of 354 hours of direct care staff hours required per week when four consumers are residing at the facility is anticipated.

Minimum of one awake staff during sleep time with a plan stating how situations requiring more than one staff will be addressed. Regional center may require additional staff for consumer with nighttime behaviors/needs.

Given the consumer profile below, specify type of consultant(s) and number of hours up to a minimum of 7 hours per consumer per month, including but not limited to a behavior management consultant, psychiatrist, mental health consultant and recreational therapist. Additionally, it is critical for the selected applicant to contract with a psychiatrist who has the ability to make admissions at appropriate inpatient psychiatric facility(s).

Staff Training Plan:

Topics should include but are not limited to, Developmental Disabilities, Positive Behavior Support Training/Behavioral Tactics, Medication Management, Mental Illness, Mental Illness Symptomatology and Treatment Modalities, Communication including Sign Language, Assistive Technology, CPI, Therapeutic Leisure and Recreational Activities, and Self-Advocacy for Consumers, Consumer and Parent Support Groups, and Substance Abuse (Drug/Alcohol).

In the first year, a minimum of 30 hours of ongoing training in areas and types specified in the approved program design, and 20 hours per year of ongoing training in subsequent years are required. New staff orientation consistent with Section 56038 of Title 17 is required.

Resident Profile:

Adults, male and female
Diagnoses of mild to moderate mental retardation
Dual diagnosis (developmental disability and mental illness)
Ambulatory or non-ambulatory
May have Anti social personality
May have history of polysubstance abuse
May have history of gang affiliation
May have criminal history

Medical - Stable conditions including but not limited to seizure disorder, diabetes, weight monitoring, and vitamin supplemental intake regimes.

Mental Health – dual diagnosis (developmental disability and mental illness), including depression, anxiety disorder, psychotic disorder, obsessive compulsive disorder, neurotic disorder.

High mental health needs such as relapse prevention, AA/NA (Alcohol Anonymous/Narcotic Anonymous), anger management program, psychiatric consultation.

Self-Help – capable to perform self help skills. However, consumers may not be cooperative, nor allow staff to perform activities of daily living due to mental illness.

Significant History/Services – may have the following behaviors/issues, but are not limited to: forensic involvement, inappropriate sexual behaviors, physical aggression, frequent psychiatric hospitalizations, history of unsuccessful placements in Level 4I ARFs, AWOL, and disruptive sleep patterns.

History of physical aggression (running into others, hitting, pushing, kicking and scratching others), self injurious behavior (biting, throwing self against hard surfaces, more severe forms of SIB), and lack of safety awareness. Both physical aggression and self injurious behavior may cause severe physical injury which requires a physician's attention

Recreational/Leisure - Opportunities for structured, supervised leisure activities to promote socially appropriate behavior and release frustration and tension. Opportunity for water usage as a therapeutic venue (pool, jacuzzi)

Supports Needed -

Behavioral intervention services

Socialization skills and interpersonal relationship training

Community inclusion services, crisis intervention, day programming, dietary services, employment services, recreation/leisure activities, and consistent medical services.

1:1 staffing during programming hours if needed

Advocacy services

Development and implementation of restricted health care plans, as necessary.

Acquisition and maintenance of adaptive equipment, if necessary

Day Opportunities:

A wide variety of community integration activities to include vocational services.

Center-based or community-based component depending on consumer preference.

Mental health day treatment service.

Consumer(s) may desire paid employment.

May require close supervision while out in the community.

Consumer(s) may be without a regional center funded day program for indefinite period of time depending on consumer choice and preference.

Provide appropriate approved services throughout the day when the consumer(s) chooses not to attend day program(s).

The residential services provided must comply with all applicable regulations contained in Part II, Title 17 of the California Code of Regulations (CCR) and Division 6, Title 22 CCR. The selected service provider is required to abide by the Residential Services and Quality Assurance Regulations in Title 17, Division 2, Chapter 3, Subchapter 4. Sections 56001 to 56003 and 56013 to 56067 as it applies to operation, reporting, access, and monitoring requirements for residential facilities.

APPLICANT ELIGIBILITY

Only applicants who have actually provided residential services to consumers with profiles as specified in the RFP for a minimum of two years will be considered. Applicants have track record to successfully recruit staff members who meet the staff qualifications described in the RFP. Applicants must possess qualifications as specified in the RFP. Proposals will be considered from residential service providers who currently meet the minimum personnel qualifications for administrator delineated in Sub-Chapter 4, Article 2 & Article 7, Title 17 CCR, Section 56003 & 56037.

APPLICANT INELIGIBILITY

The following agencies or individuals are not eligible for residential services facility development:

- a. The State of California, its officers, or its employees;
- b. A regional center, its employees, and their immediate family members;
- c. The area board members, its employees or their immediate family members;
- d. Any applicant determined to be an excluded individual or entity as defined in Section 54302 (b) (1).

PRELIMINARY ORIENTATION

An orientation to this RFP and an opportunity to have questions answered will be held from **2:30 p.m. to 3:30 p.m., Tuesday, March 4, 2014**, at

Eastern Los Angeles Regional Center, Boardroom
1000 S. Fremont Ave.
Alhambra, CA 91802
(626) 299-4700

Attendance at the orientation is required in order for the proposal to be accepted unless special arrangements are made prior to the orientation.

SUBMISSION OF PROPOSAL

Notice of Intent to Respond to Request for Proposal (EXHIBIT B) is **due Tuesday, March 11, 2014**. Response to the Request for Proposals must be received by the ELARC, **no later than 4:30 p.m., Tuesday, March 25, 2014**. All interested applicants must submit an original and five copies of the proposal to the attention of Christina Tang, Project Coordinator, at:

Eastern Los Angeles Regional Center
1000 S. Fremont Ave
P.O. Box 7916
Alhambra, CA 91802-7916
(626) 299-4811

All inquiries regarding this proposal and technical assistance requests should be directed to Christina Tang, Project Coordinator, at (626) 299-4811. Technical assistance is limited to information on the requirements for preparation of proposals. Applicants are expected to prepare their proposals themselves or retain someone to provide such assistance.

TIMELINE

Request for proposals announced February 14, 2014
RFP available online March 4, 2014
Orientation 2:30 p.m. March 4, 2014
Notice of Intent to Respond to Request for Proposals due March 11, 2014
Deadline for receipt of proposals no later than 4:30 p.m. March 25, 2014
Evaluation & Selection of Proposalson or before April 15, 2014
Interviews w/ Applicants if determined.....on or before April 22, 2014
Notice of Selection Committee Decisions May 14, 2014
Contract negotiations complete..... May 30, 2014
Projects to start operation June 9, 2014
Monthly Reports due by the 16th of each month effective July 15, 2014
Project completion date eight (8) months after close escrow of the property purchased

Strict adherence to the above deadlines will be followed.

PROPOSAL REVIEW AND SELECTION PROCESS

Each proposal will undergo a preliminary screening. Applicants who have not submitted a complete proposal in accordance with the Content of Proposal guidelines and requested documents will not be accepted for review and rating. No proposal will be returned.

The Review & Selection Committee will be selected by ELARC. This Committee will review, score, rank and prioritize the proposals.

Applicants proposals may be rejected for inconsistency with state and federal guidelines, failure to follow instructions, incomplete documents, and failure to submit required documents.

Acceptable proposals will be scored as per the following scoring guidelines by each of the CPP Review Committee members:

Agency Description	20 points
Program Design	35 points
Work Plan/Timeline of Project Activities	15 points
Budget and Finance – Start-up and On-going	15 points
Proposal Responsiveness/Innovation	15 points
TOTAL	100 points

The minimum requirement will be 70% of the total possible points

All applicants are urged to design and develop their proposal to fully address each of the scoring criteria. Applicants will be evaluated and selected based on merit of the proposal, previous performance (including the ability to complete the project, ability to work cooperatively with the regional center, ability to successfully recruit qualified staff members and track record in the area of development).

After preliminary review and scoring, interviews with highest ranking applicant(s) will be determined.

The final decision of the Review & Selection Committee shall be approved by the ELARC Executive Director and the ELARC Board of Directors, and is not subject to appeal. All applicants will receive notification of ELARC’s decision regarding their proposal.

The RFP does not commit ELARC to select any proposal and award any contract.

CONTRACT TERMS

The applicant selected for the CPP grant award will enter into an agreement (contract) with the ELARC.

ELARC may give the selected service provider(s) one advance payment during the term of this agreement. The maximum advance payment will be in the sum of 25% of the total start-up

amount. Request for advance payment must be submitted in writing and accompanied by a copy of the Budget for which the advance is being requested.

The selected service provider(s) shall submit invoices to ELARC for review. Within thirty (30) days of receipt of the invoice, the ELARC Project Coordinator shall determine, in collaboration with ELARC Fiscal Monitor, whose discretion shall be reasonably exercised, whether or not the services performed by the selected service provider(s) are satisfactory and whether or not the selected service provider(s) is otherwise entitled to payment in accordance with the terms of the Agreement. The selected service provider(s) shall be bound by the determination of the ELARC Project Coordinator of approval or disapproval of any invoice. The final claim will not be reimbursed until the advance money has been verified with sufficient documentation if the advance money is issued. In addition, the program design must be completed and approved prior to reimbursement of final claim of the start-up funds.

Among other provisions, the contract will be in compliance with the State Administrative Manual (SAM) Requirements (refer to EXHIBIT C).

CONTENT OF PROPOSAL

The proposal must be typed on standard white paper. Include a table of contents and page numbering. Use the following outline. For items that request conditional information, provide a statement whether or not it applies to the applicant in order to ensure that it has been addressed.

A. APPLICANT INFORMATION

1. The name, address and telephone number of the proposed facility and applicant. If the applicant is a corporation, list the principal members of the corporation. Indicate whether it is a profit or nonprofit corporation.
2. State the name of the author of the proposal. List any parties who participated in writing all or part of the proposal.

Any proposal written for an applicant by a consultant or professional grant writer will demonstrate a commitment by the writer to provide ongoing technical assistance during the project implementation phase.

3. Names of partners, staff or consultants, if known, who will be involved in the implementation of the project if awarded a selection.
4. Resume and/or description of the applicant which details education, knowledge, experience in the field of developmental disabilities. Resume should reveal as much information as possible which demonstrates the applicant's ability to successfully administer and implement the proposal. It should also indicate a prior history of successful operation of a service similar to the proposal services which can be verified by primary consumers or agencies if available.

Specify any past history of activities which have had a serious negative impact upon individuals with developmental disabilities including, but not limited to: client abuse, exploitation, or serious citation under Title 17 and Title 22 of California Administrative Code, the Penal Code of the State of California, or regulations, or the laws of other states or the Federal Government. Any information withheld or omitted may result in disqualification of the proposal or termination of the contract.

5. List of references and/or letters of reference. Applicants should be aware that ELARC will contact reference or other sources to corroborate any of the information provided in the proposal.
6. Specify the start-up budget amount you propose to get awarded not to exceed \$375,000.00. Additionally, specify the total start-up budget amount required which may exceed \$375,000.00 with hard (dollar) and/or soft (in-kind) commitments, including Service Provider Start up for development of a residential facility.
7. Specify whether you are currently in development of a residential facility with any other regional center with or without start-up grants.

B. TIMELINE OF PROJECT ACTIVITIES

The project objectives are a step-by-step action plan which includes measurable, time-limited activities toward the achievement of specific project tasks and achievement of the proposed outcome. The activities should cover each major step of the project and may include but not be limited to: close escrow of the property purchased by the Housing Corporation; Community Care Licensing (CCL) contacts; attendance at ARF administrator orientation and certification obtained; CCL Orientation Component I; completion of ELARC residential services orientation (RSO); submission of licensing application to CCL; working collaboratively with the identified project partners (regional center, housing corporation, DC staff); lease signed and acceptance of property; pre-inspection by the local fire department; CCL Orientation Component II, & III; submission of complete program design to regional center; referral packets received from ELARC; recruiting, hiring and training staff; scheduled visit to meet with consumer and staff at the Porterville Developmental Center or Canyon Springs; staff pre-employment training; decision to the ELARC of consumers selected; furniture delivered; home/office equipment sufficient for licensing; consumer day time visit to the facility; leasing vehicle; initial licensing evaluation conducted by the CCL; license obtained; consumer overnight visit; any other pertinent events; and monthly reports to ELARC documenting achievement of objectives. Since the facility development funds will be sought in the next fiscal year, timeline of some of the aforementioned project activities may be specified by a number of weeks for completion after facility lease is mutually agreed upon between the selected provider and the non-profit housing corporation. The

project objectives should be realistically achievable within the time frame. Timeline of project activities has to reflect that the facility will be licensed and vendored eight months after close escrow of the property purchased by the Housing Corporation.

C. PROPOSED RESIDENTIAL PROGRAM

The proposed residential program should include the following:

1. Specify your interest to apply for one or two facilities;
2. Description of purpose/goals of the service;
3. Organizational chart
4. Entrance criteria for population to be served (Describe in accordance with consumer profile section of this RFP);
5. Exit criteria;
6. A description of consumer services to be provided;
7. Expected service outcomes for consumers to be served;
8. A description of program preparation functions and program preparation hours per consumer per week to be performed by facility staff;
9. A description of staff training (Describe time frames, content and persons responsible for new employee orientation, inservice training and continued education offered in accordance with staff training plan section of this RFP);
10. A description of staff qualifications and duties (Describe all staff and supervisory positions with minimum qualifications and duties/responsibilities for each in accordance with qualifications as stated in this RFP);
11. A sample weekly staff schedule;
12. A sample monthly activities schedule;
13. A description of consultant qualifications, hours and duties;
14. A specific description of the instructional methods and techniques to be utilized to achieve the desired service outcomes;
15. A description of a contingency plan in the event that planned behavioral support strategies are not effective or during unanticipated emergency situations.

16. A description of the methodology for measurement of consumer progress toward achievement of IPP objectives which includes types of data to be collected, data collection systems, frequency of data collection, and methods and intervals for summarizing data and reporting on progress made toward achieving IPP objectives;
17. A sample initial assessment report;
18. A sample individual service plan;
19. A sample quarterly report;
20. A description of the agency internal grievance procedure;
21. A description of house rules.
22. Special incident reporting procedure, and
23. Community Resources specified by name and location to be utilized by the facility, including hospitalization privileges (hypothetical list which may change depending on property acquired by the Housing Corporation).

D. BUDGET AND FINANCE

1. Applicants are required to submit a last yearly financial statement which details all current and fixed assets and current and long-term liabilities. The format for the financial statement should follow the Financial Statement Example outlined below.

ELARC will evaluate financial statements in order to determine the applicant's financial ability to cover start up costs.

Detail matching funds whether in a hard (dollar) or soft (in-kind) form.

Financial Statement Example

- a. Current assets:

Cash in Banks
Accounts Receivable
Notes Receivable
Equipment/Vehicles
Inventories
Deposits/Prepaid Expenses
Life Insurance (Cash Value)
Investment Securities (Stocks and Bonds)

- b. Fixed Assets:
 - Buildings and/or Structures
 - Real Estate Holdings
 - Long Term Investments
 - Potential Judgments and Liens
- c. Current Liabilities:
 - Accounts Payable
 - Notes Payable (Current Portion)
 - Taxes Payable
- d. Long Term Liabilities:
 - Notes/Contracts Payable
 - Real Estate Mortgages
- e. Other income, wages, or revenues from other sources (specify)
- f. Line of Credit Amount Available

2. Using the attached Budget Form for Start-up Costs (EXHIBIT D) and Guidelines for the Use of CPP Funds (EXHIBIT E) as a reference, display all costs associated with the project. The proposed budget must not exceed the maximum amount (\$375,000.00) of the grant award. A proposed budget should be developed which details start-up costs for the residential facility development.

Start up costs are costs which are necessary for the implementation of the program but not its transitional or ongoing operation. Start up costs are usually incurred before the program is ready to begin actual services to consumers. Occasionally, some start-up costs are incurred during the transitional period. For example, equipment where the need was not established during the start up period.

The following list represents the most frequently requested items which have historically received approval for reimbursement for residential provider start-up:

Rent (3 months + security deposit): For the purpose of line item budget, a minimum of \$6,500.00 per month subject to adjustment to cover mortgage, property management fees, long term repairs, etc.

Utilities (after lease is signed)

Furnishings/Equipment (for the service only)

Staff (recruitment, training, program development)

Consultant Fees*
Office/Project Supplies
Facility Modification with a budget line item in an amount of \$250,000.00
Communications
Travel
License/Fingerprinting
Rental Vehicle costs (one month only)
Insurance (Prorated for the length of the contract period)

* Contractor should seek regional center approval prior to incurring expense.

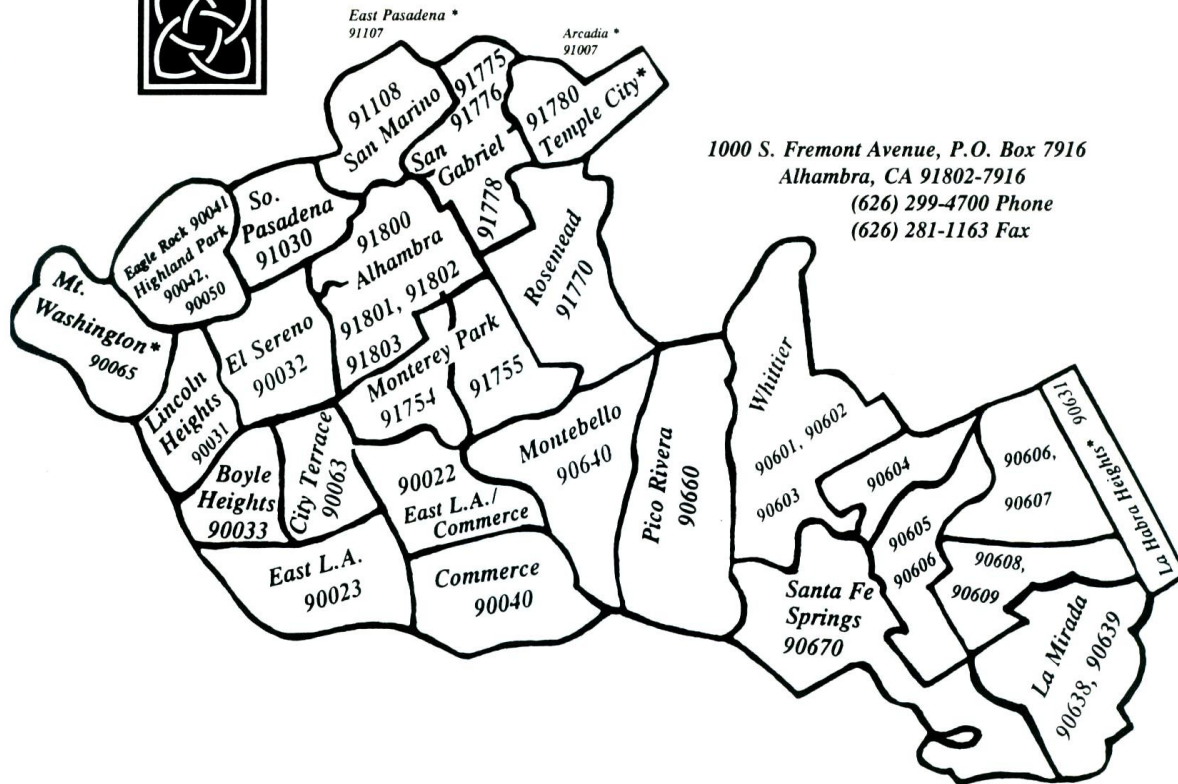
3. Using attached Budget Form for ongoing operating costs (EXHIBIT F) as a reference, display all costs associated with the projected operating costs for on-going services. Submit a separate projected operating budget for on-going services with a proposed monthly rate specified.
4. A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget except the item for facility modification.
5. General Expenses (usually 10 to 15% of budget is considered reasonable) should address specific minor expenses that cannot be classified in any other line item.
6. Administrative costs can not exceed 15% of the costs in the development of residential program in an amount of \$125,000.00 to be sought in the next fiscal year.
7. The budget should be realistic in terms of the types of services to be offered in relation to expenditures versus income.
8. Demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. Applicant may submit evidence of passing an Independent Audit.
9. Describe the applicant commitment to hard (dollar) contributions to this project.

ATTACHMENTS

- EXHIBIT A. Cities & Zip Codes for ELARC
- EXHIBIT B. Notice of Intent to Respond to Request for Proposals
- EXHIBIT C. State Administrative Manual (SAM) Requirements
- EXHIBIT D. Budget Form for Start-up Grants
- EXHIBIT E. Guidelines for Use of CPP Award Funds
- EXHIBIT F. Budget Form for On-going Service Costs

Cities & Zip Codes for ELARC

EASTERN LOS ANGELES REGIONAL CENTER, INC.



1000 S. Fremont Avenue, P.O. Box 7916
 Alhambra, CA 91802-7916
 (626) 299-4700 Phone
 (626) 281-1163 Fax

The ELARC catchment area includes the East L.A., Northeast LA, Alhambra and Whittier health districts which are composed of, but may not be limited to, the following cities and zip codes

<u>Cities</u>	<u>Zip Codes</u>	<u>Cities</u>	<u>Zip Codes</u>
Alhambra	91800, 91801, 91802	Mt. Washington*	90065
	91803	Pico Rivera	90660
Boyle Heights	90033	Rosemead	91770
City Terrace	90063	San Gabriel	91775, 91776,
Commerce	90040		91778
East L.A.	90023	San Marino	91108
East L.A./Commerce	90022	So. Pasadena	91030
East Pasadena*	91107	Santa Fe Springs	90670
El Sereno	90032	Temple City*	91780
Eagle Rock/ Highland Park	90041, 90042, 90050	Whittier	90601, 90602,
La Habra Heights*	90631		90603, 90604,
La Mirada	90638, 90639		90605, 90606,
Lincoln Heights	90031		90606, 90607,
Montebello	90640		90608, 90609
Monterey Park	91754, 91755		

* Indicates only a portion, check Census Tract Book

**EASTERN LOS ANGELES REGIONAL CENTER
COMMUNITY PLACEMENT PLAN (CPP) START-UP AWARD FISCAL YEAR 2013-2014**

**NOTICE OF INTENT TO RESPOND TO REQUEST FOR PROPOSALS
FOR SPECIALIZED RESIDENTIAL FACILITY FOR ADULTS (HABILITATION)
ONE SRF () TWO SRFs ()**

DUE AT: 1000 S. FREMONT AVE, ALHAMBRA, CA 91802

BY: 4:30 P.M. on Tuesday, March 11, 2014

TO: Christina Tang, Project Coordinator, Fax: (626) 299-4676, Email:ctang@elarc.org

FROM: NAME:
REPRESENTING:
ADDRESS:
TELEPHONE:

PLEASE GIVE A BRIEF ANSWER TO EACH OF THE FOLLOWING QUESTIONS:

1. State the background of either your organization or yourself in providing the type of project/services outlined in the RFP.
2. Briefly outline your organization's ability to fiscally start up this service.
3. Describe similar projects/services with which the organization has been successful?
4. State how you have met the applicant eligibility requirements of having actually provided residential services to consumers with profiles as specified in the RFP. Include dates, time period and supporting documents.
5. Explain how you will recruit, hire and maintain qualified staff as referenced in the RFP.

Signature:_____ Date:_____

STATE ADMINISTRATIVE MANUAL (SAM) REQUIREMENTS**CONTRACTS**CONTRACT FISCAL CONTROL PROVISIONS (Revised 2/83)

Payment provisions in subvention aid contracts may be on a cost reimbursement or a 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. 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. Any rental reimbursement item should specify the unit rate, such as square foot rate.

If travel is to be a reimbursable item, the contract must specify that any reimbursement of necessary traveling expenses and per diem shall be at rates set in accordance with SAM Section 1243, and that no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the contracting State agency.

Subvention aid contracts must specifically reserve title in the State to State purchased or financed property not fully consumed in the performance of the contract, even where purchased in whole or in part by federally supplied funds and absent a Federal requirement for transfer of title.

The contract must include a detailed inventory of any State furnished property, and the contracting State agency must comply with the policies and procedures regarding state-owned property accounting set forth in SAM Sections 8651 et seq., including SAM Sections 8656, et seq. regarding disposition of State-owned property. Provisions must be included regarding the usage, care, maintenance, protection, and return of such property to the State.

If purchase of equipment is a reimbursable item, the equipment to be purchased should be specified. Automotive equipment is to be purchased by the State Office of Procurement, Department of General Services, and the contracting State agency should arrange for purchase of all other major equipment items by the State Office of Procurement, Department of General Services, as well as other items where economies could be achieved by so doing, with the cost to be deducted from the amount payable to the contractor.

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

The contract should require prior authorization in writing by the contracting State agency before the contractor will be reimbursed for any purchase order or subcontract exceeding \$1,000 for any articles, supplies, equipment, or services; and require the contractor to provide in its request for authorization all particulars necessary for evaluation of the necessity or desirability of incurring such cost, and as to the reasonableness of the price or cost, with three competitive quotations or the absence of bidding adequately justified.

If printing or other reproduction work of more than an incidental and minor dollar amount is a reimbursable item, the contracting State agency should arrange for such work pursuant to SAM Sections 2800 et seq. with the cost to be deducted from the amount payable to the contractor.

The contract should reserve prior State approval controls over the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop or conference, and over any reimbursable publicity, or educational materials to be made available for distribution. The contractor should be required to acknowledge the support of the State whenever publicizing the work under the contract in any media.

The contract must require the contractor to maintain books, records, documents, and other evidence pertaining to the reimbursable costs, and any matching costs and expenses, and hold them available for audit and inspection by the State for a reasonable number of years.

GENERAL BUDGET PROVISIONS

Payment provisions in subvention aids (CPP) contracts may be on a cost reimbursement or a 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. Costs for meals, refreshments, beverages and tips are not reimbursable expenses.

Proposed BUDGET **EXHIBIT D**
 Start-up Costs for Specialized Residential Facility Serving Adults (Habilitation)

<u>ITEM</u>	<u>PROJECTED COSTS</u>
Salaries/Wages	_____
Fringe Benefits	_____
Liability & W/C Ins.	_____
Consultant(s)	_____
Communication	_____
Facility Modification	\$250,000.00 _____
Occupancy Costs (rent, utilities, gardener...etc)	<u>A minimum of \$6,500.00 per month for rent (subject to adjustment)</u>
Staff Training	_____
Vehicle Lease/Gas/Ins	_____
Facility Furnishings/Appliances	_____
Household Supplies	_____
Food	_____
Office Supplies/Equipment	_____
Facility License Fees	_____
Travel	_____
Administrative Overhead	_____
Other (Specify)	_____
Total Projected Costs	_____

In addition to the projected cost for each line item, be sure to include a narrative detailed breakdown (on a separate sheet of paper) of how each line item was constructed except facility modification.

INSTRUCTIONS FOR COMPLETION OF BUDGET FORM FOR START UP COSTS

Using the Budget format for start-up costs (EXHIBIT D) and Guidelines for the Use of CPP Funds (EXHIBIT E) as a reference, display all costs associated with the project. A proposed budget should be developed which details start-up costs.

Start up costs are costs which are necessary for the implementation of the service but not its transitional or ongoing operation. Start up costs are usually incurred before the facility is ready to begin actual services to consumers. Occasionally, some start-up costs are incurred during the transitional period. For example, equipment where the need was not established during the start up period.

The following list represents the most frequently requested items which have historically received approval for reimbursement:

- Rent (3 months + security deposit)
- Utilities (after facility lease is signed)
- Furnishings/Equipment (for the service only)
- Staff (recruitment, training, program development)
- Consultant Fees*
- Office/Project Supplies
- Communications
- Travel
- License/CON/Fingerprinting
- Facility Modification (e.g., to meet fire/safety standards, conversion to bedridden), refer to Exhibit C.
- Van costs (Rental only)
- Insurance (Prorated for the length of the project)

*Contractor should seek regional center approval prior to incurring expense.

A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget. Budget line items may include but are not limited to: Accounting fees; Bank Service Fees; Communication; Contractual Consultant; Equipment Rental; Equipment Purchase; Equipment Maintenance; Travel-Administration; Travel-Consumer Services; Legal Fees; Insurance; Facility Maintenance.

General Expenses (usually 10 to 15% of budget is considered reasonable) should address specific minor expenses that cannot be classified in any other line item.

Administrative costs can not exceed 15% of the costs in the development of residential program in an amount of \$125,000.00 to be sought in the next fiscal year.

The budget should be realistic in terms of the types of project activity/services to be offered in relation to expenditures versus income.

GUIDELINES FOR USE OF CPP AWARD FUNDS

EXHIBIT E

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.

ADMINISTRATIVE OVERHEAD

If administrative overhead is claimed in the provider's contract it should not exceed 10 percent of the total for the personnel services portion of that contract's budget. Administrative overhead is an allowable CPP cost only if there is a parent organization involved with the project who will be expending staff time and resources not covered elsewhere in the project budget.

CONSULTANTS

Consultant rates must conform to (1) the Schedule of Maximum Allowances for positions covered by that schedule; (2) comparable state civil services positions; or if the above are not applicable, (3) to the going rate of similar work outside state service. If Option 3 is applicable, the amounts to be paid to 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 of DDS. 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 be at rates set in accordance with allowable state per diem and mileage rates. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the Department.

REAL PROPERTY

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

If the regional center believed such restriction will preclude the provider from complying with fire/life safety requirement for licensure, it should contact its CPP liaison at the Department before proceeding with the project.

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.

EQUIPMENT

Equipment of any kind purchased from funds advanced or reimbursed under the terms of this agreement is the property of the State. The contract must include a detailed inventory of any equipment purchased with CPP. The regional center shall provide a final project equipment inventory to the State. This inventory must accompany the project's final report and is due within 45 days of the end of the project's contract term.

Prior authorization of the regional center, in writing, is required prior to reimbursement for any articles, supplies or equipment exceeding \$1,000 in cost. A justification, including the reasonableness of the cost, is required prior to authorizing such purchases.

Equipment may be leased. However, it may not be leased with an option to purchase. The provider shall provide the regional center with copies of leases for any equipment leased using CPP.

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

1. Motor vehicles -- may not be purchased, they may be leased for the duration of the CPP project.
2. Computers -- may be purchased and considered a property for the State.
3. VCR, camcorders -- may only be purchased if it can be demonstrated they are for the use of the clients and are a part of their program.
5. Fax machines -- may be purchased and considered a property for the State.
6. Copier machines -- may be purchased and remain as property of the State.
7. Any equipment item that is attached to a facility or vehicle which cannot be removed in usable condition if the facility or vehicle cease to serve persons with developmental disabilities.

As a general rule, it can be assumed the equipment with a value under \$500 will be amortized and no longer be state property after three years. For purposes of CPP, equipment item costs must be considered in terms of the end usable product, e.g. a bed is considered the sum or the costs of the mattress, box springs and frame. On questions concerning specific items over \$500, please contact the regional center.

EXHIBIT F

Proposed BUDGET
Ongoing Operating Costs for Specialized Residential Facility Serving Adults (Habilitation)

<u>ITEM</u>	<u>PROJECTED COSTS</u>
Salaries/Wages	_____
Fringe Benefits	_____
Liability & W/C Ins.	_____
Consultant(s)	_____
Communication	_____
Occupancy Costs (rent, utilities, gardener, etc)	<u>A minimum of \$6,500.00 (subject to adjustment)</u>
Staff Training	_____
Utilities	_____
Vehicle Lease/Gas/Ins	_____
Facility Furnishings/Appliances	_____
Household Supplies	_____
Food	_____
Office Supplies/Equipment	_____
Facility License Fees	_____
Travel	_____
Administrative Overhead	_____
Other(Specify)	_____
Total Projected Costs	\$ _____

In addition to the projected cost for each line item, be sure to include a narrative detailed breakdown (on a separate sheet of paper) of how each line item was constructed.