

**EASTERN LOS ANGELES REGIONAL  
CENTER**

**ANNOUNCEMENT**

**OF**

**APPLICATION PACKET  
REQUEST FOR PROPOSALS (RFP)**

**FAMILY HOME AGENCY (FHA)**

## **SUMMARY OF PROJECT**

Per the Lanterman Act 4689.1 (a), “The Legislature declares that it places a high priority on providing opportunities for adults with developmental disabilities to live with families approved by family home agencies and to receive services and supports in those settings as determined by the individual program plan.” It is the intention to give the consumers of the regional center the opportunity to access needed resources to live within families in the communities served within the ELARC catchment area and on a flexible and individual basis to meet their goals as defined within their individual program plan.

### **The Eastern Los Angeles Regional Center (ELARC) seeks proposals for the development of a Family Home Agency (FHA). (California Code of Regulation (CCR), Title 17, Sections 56075-56099)**

The Eastern Los Angeles Regional Center (ELARC) proposes to contract for development of an FHA to increase the living options available within the communities of the ELARC catchment area. Expectations of the FHA will include working directly with ELARC staff, vendor, generic and natural support services to provide support to individuals served for inclusion in their communities of choice. The FHA will also support individuals to access needed services, systems and benefits to assure all housing, social, medical, employment/education and community engagement goals and needs are met. Focus will be on meeting the needs of ELARC’s diverse linguistic and cultural community, with intended outcomes expected to benefit the entire community.

Applicants must submit a proposal to develop these services in accordance with this Request for Proposals (RFP) and include, but not be limited to, the following to address issues of equity and diversity, per the Lanterman Act 4648.11(2):

- (A) A statement outlining the applicant’s plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations in a Person-Centered Approach.
- (B) Examples of the applicant’s commitment to developing a Person-Centered Program that addresses diverse populations.
- (C) Any additional information that the applicant deems relevant to issues of equity and diversity.

## **PURPOSE & SCOPE**

The applicant will need to function as a Person-Centered living and support service. The applicant will focus on establishing linkages, relationships, and formal agreements with key organizations within the ELARC and the broader Los Angeles County community. Additionally, it is expected the program would work directly with ELARC staff to provide support to individuals served in navigating systems and benefits. Focus will be on meeting the needs of ELARC’s multi-cultural and multi-linguistic community, with intended outcomes expected to benefit the entire community. This service will support individuals living in the communities served within the ELARC catchment area. This new resource development must be located within the ELARC catchment

area (Los Angeles County health districts East Los Angeles, Northeast, Alhambra, or Whittier) as indicated in the attached Cities & Zip Codes for ELARC **EXHIBIT A**.

### **APPLICANT ELIGIBILITY**

Qualifications:

- At least one year’s experience in program management, fiscal management and organizational development working with individuals with developmental disabilities.
- Relevant licenses, certifications and/or credentials as required by the State of California
- Experience with supporting individuals with developmental disabilities to navigate their communities of choice with community living supports, including, but not limited to, socialization, personal skill development, community participation, recreation, leisure, home and personal care, and advocacy services.
- Experience in coordinating health care services for individuals with developmental disabilities, including assisting with scheduling health care services, navigating health insurance coverage, benefits and programs.
- Experience in designing and implementing Person Centered Planning
- Experience in designing and implementing Positive Behavioral Supports to support consumers with challenging behaviors and ensure the consumer's right to reside in the least restrictive environment.

Selected applicants are subject to funding source review and approval. Any private for profit and not-for-profit agency may apply.

### **APPLICANT INELIGIBILITY**

The following agencies or individuals are not eligible for 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 CONTRACTOR with a conflict of interest in either board members or employee;
- e. Any applicant determined to be an excluded individual or entity as defined in the California Code of Regulations, Title 17, Section 54302 (b) (1).

### **PRELIMINARY ORIENTATION**

A **mandatory** bidder’s conference to this RFP and an opportunity to have questions answered will be held from **1:30 p.m.-3:00 p.m., Wednesday, May 22, 2024** via Zoom:

<https://us02web.zoom.us/j/82372377899?pwd=dnFERTJZSE9ZTIQ2NUhuaXp3bFFwQT09>

Meeting ID: 823 7237 7899

Passcode: 351227

Phone: 1 669 900 9128 US

Attendance at the orientation is required in order for the proposal to be accepted unless special arrangements are made and documented in writing prior to the orientation. Should you have any questions prior to the orientation, please contact Stephanie Gonzalez at [FHAInfo@elarc.org](mailto:FHAInfo@elarc.org) or (626) 299-4649.

**SUBMISSION OF PROPOSAL**

Notice of Intent to Respond to Request for Proposal (**EXHIBIT B**) is due by **4:00 p.m. Wednesday, June 5, 2024**. The Notice of Intent form here enclosed as Exhibit B must be used and all questions and requests for information must be provided, including signature and date along with a completed Form DS1891 found on California Department of Developmental Services (DDS) website. (<https://www.dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf>) Response to the Request for Proposals must be received by ELARC, **no later than 4:00 p.m., Monday, July 8, 2024**. There will be no exception to this deadline unless approved in writing by regional center based on either a violent act of nature or arson, vandalism and/or theft of records and/or property by individuals other than the applicant. All interested applicants must submit an original and five copies of each proposal to the attention of Stephanie Gonzalez, Community Services Specialist (Project Coordinator):

**By mail at:**

Eastern Los Angeles Regional Center  
Stephanie Gonzalez  
Community Services Specialist  
P.O. Box 7916  
Alhambra, CA 91802-7916

**By delivery to:**

Eastern Los Angeles Regional Center  
Stephanie Gonzalez  
Community Services Specialist  
1000 South Fremont Av, Building A-2  
Alhambra, CA 91803

All inquiries regarding this proposal and technical assistance requests should be directed to Stephanie Gonzalez at [FHAInfo@elarc.org](mailto:FHAInfo@elarc.org) or (626) 299-4649. 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 .....March 22, 2024  
RFP available online .....March 22, 2024  
Bidder’s Conference..... 1:30 p.m. May 22, 2024  
Notice of Intent to Respond to Request for Proposals due ..... no later than 4:00 p.m. June 5, 2024  
Deadline for receipt of proposals ..... no later than 4:00 p.m. July 8, 2024  
Evaluation & Selection of Proposals ..... on or before August 2, 2024  
Interviews, if necessary ..... on or before August 9, 2024

Notice of Selection .....on or before August 14, 2024  
Contract negotiations complete ..... on or before September 30, 2024  
Monthly Reports due the 15<sup>th</sup> of each month until project completion .effective October 15, 2024

Strict adherence to the above deadlines will be followed.

### **PROPOSAL REVIEW AND SELECTION PROCESS**

Each proposal will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Incomplete application means an application that does not include all information requested in this RFP. Proposals submitted after 4:00 p.m. on July 8, 2024 will not be accepted for consideration. No proposal will be returned.

The Review & Selection Committee will be seated by ELARC. This Committee will review, score, rank and prioritize the proposals. Applicant’s proposals may be rejected for inconsistency with state and federal requirements, failure to follow instructions, incomplete documents, failure to submit required documents, and late submission.

Acceptable proposals will be scored in the following areas: organizational and financial documentation; Program Design; Implementation plan; Proposed Budget/cost statement. In addition to evaluation on merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, and track record consistent with established timelines for development). Preference will be given to plans and developments demonstrating leveraging of funds from grants, gifts and other like sources.

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

|   |           |
|---|-----------|
| Agency description  | 20 points |
| Service Delivery Curriculum/Program Design                | 35 points |
| Strategies and Techniques/Work Plan or Timeline           | 15 points |
| Reporting Requirements & Compliance with RFP Instructions | 15 points |
| Organization and Financial                                | 15 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. The need for interviews with the highest ranking applicants will be determined by the regional center. The recommendation of the Review & Selection Committee shall be approved by the ELARC Executive Director, and is 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.**

## **CONTENT OF PROPOSAL**

The proposal must be typed on standard white paper and include a table of contents and page numbering throughout. 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 FHA administrator, and the existing or proposed business location.
2. State the name of the author of the proposal. List any parties who participated in writing all or part of the proposal.
3. 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.
4. Names of partners, staff or consultants, if known, who will be involved in the implementation of the project if selected.
5. 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 proposed services which can be verified by primary consumers or agencies if available.
6. 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 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. Description of past history should at least contain information for the past 12 months. If no deficiencies, identify in the proposal.
7. 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.

8. Specify whether you are currently in development with any other regional center with or without start-up grants.
9. All proposals must be in compliance with Welfare and Institutions Code 4689.1 through 4689.6.

**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: attendance at vendor applicant orientation; working collaboratively with regional center; recruiting, hiring and training staff; staff pre-employment training; staff training and competency clearances; referral packets received from ELARC; monthly reports to ELARC documenting achievement of objectives. The project objectives should be realistically achievable within the time frame.

**C. PROPOSED FAMILY HOME AGENCY PROGRAM DESIGN**

The proposed Family Home Agency should include the following:

1. All requirements in Title 17 of the California Code of Regulations (CCR) 56084 through 56095.
2. Number of individuals to be served;
3. A description of how the Family Home Agency will serve diverse populations including, but not limited to, culturally and linguistically diverse populations. The plan shall address how the Family Home Agency will provide culturally and linguistically competent services and supports, examples of the applicant's commitment to address the support needs of ethnicity, culture and language relative to the diverse populations in the ELARC catchment area and any additional information that the applicant deems relevant to issues of equity and diversity.
4. A description of services to be provided, including but not limited to: assisting adult individuals, ages 18 and above, living in an FHA home with navigation of their home community, supports for employment and/or volunteer opportunities, community activities of their choice and coordination of health care resources (government, private, and community based,) providing individual advocacy and support to access such resources, development of materials in English and languages other than English

5. A description of how the Family Home Agency will ensure all FHA family home providers, direct support staff and consultants are competent to perform their assigned duties, including but not limited to:
  - (A) A description of how the FHA homes will implement the 10 HCBS Requirements
  - (B) A description of the consultant disciplines, qualifications, and hours to be utilized;
  - (C) A sample of the FHA support schedule that includes FHA family home provider and direct support staff.
6. A description of the FHA's emergency procedures that includes the Agency's emergency operations plan.
7. The methodology used to measure consumer progress which includes:
  - (A) Person-Centered Planning (PCP) implementation and reviews.
  - (B) Type of data to be collected, including use of emergency interventions;
  - (C) Data collection systems;
  - (D) Frequency of data collection; and
  - (E) Methods and intervals for summarizing data and reporting on progress made for each person and their PCP.
8. A description of the programs Continuous Quality Improvement System, including but not limited to how;
  - (A) Changing needs of the individual's supported will be addressed.
  - (B) Person Centered Planning
  - (C) Staff turnover is mitigated.
9. Date and signature of the prospective FHA administrator .

D. BUDGET AND FINANCE

1. Applicants are required to submit three of the following financial documents depending on the amount of payment received from the regional center(s) during the applicant's fiscal year:
  - If the applicant received from the regional center(s) during the applicant's fiscal year more than or equal to \$500,000 but less than \$2 million, the applicant shall obtain and submit an independent audit or independent review report of its financial statements for the period; or



- If the applicant received from the regional center(s) during the applicant's fiscal year more than or equal to \$2 million, the applicant shall obtain and submit an independent audit of its financial statements for the period; or
- 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, if the agency doesn't already have a format.

If either the report of review or independent audit is qualified, an explanation of how the qualification was resolved and approved by the regional center and DDS.

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

ELARC will evaluate financial documentation in order to determine the applicant's financial ability to cover startup costs.

2. A cost statement of proposed rates which must be compliant with Title 17 of the CCR 56082(b) and 56082(b)(1).
3. Administrative costs cannot exceed 15% of the costs in the service developed pursuant to W&I Code 4629.7.
4. The budget should be realistic in terms of the types of services to be offered in relation to expenditures versus income.

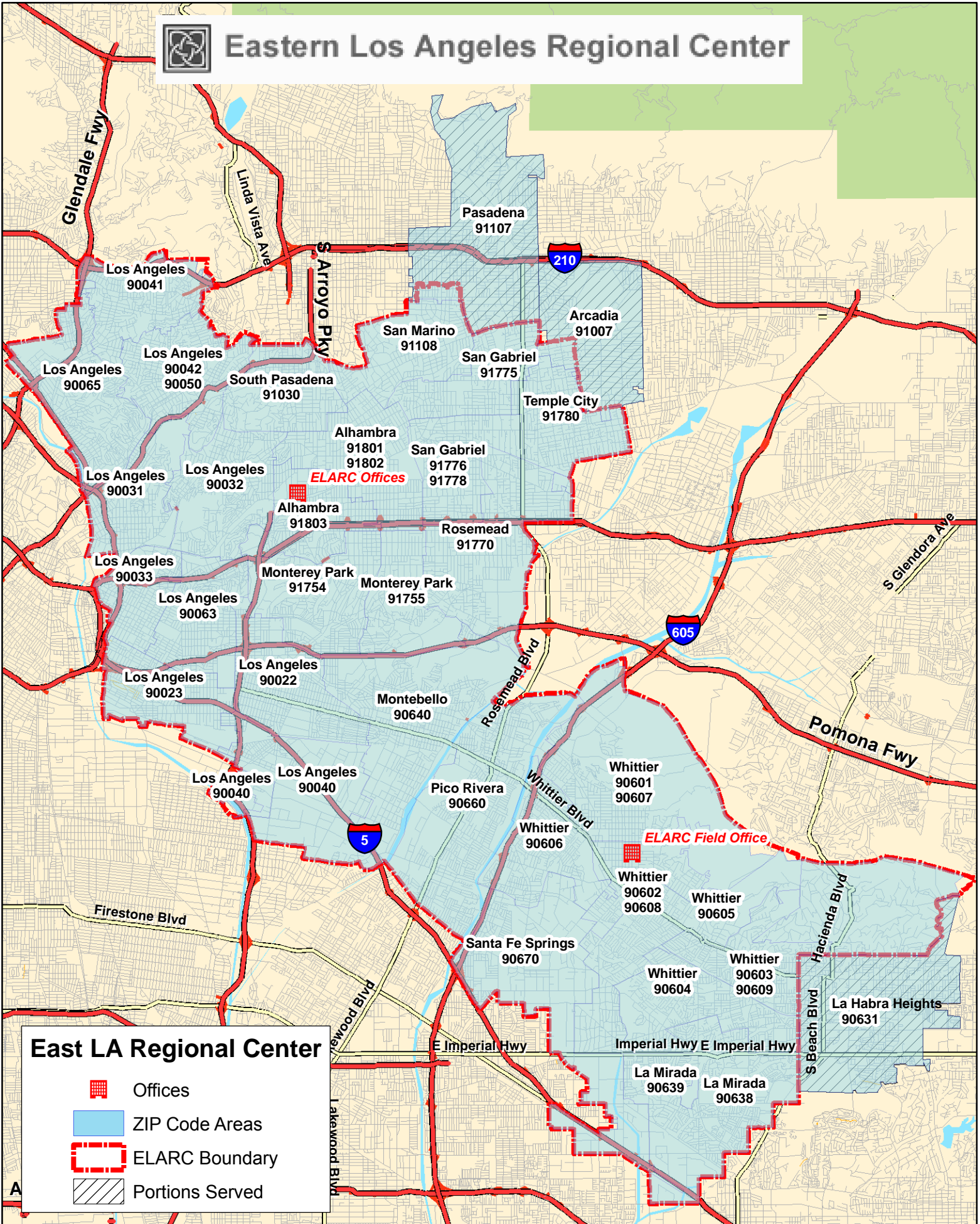
**ATTACHMENTS**

EXHIBIT A. Cities & Zip Codes for ELARC





EXHIBIT B. Notice of Intent to Respond to RFP



# Eastern Los Angeles Regional Center



## East LA Regional Center

-  Offices
-  ZIP Code Areas
-  ELARC Boundary
-  Portions Served

**EXHIBIT B**

**EASTERN LOS ANGELES REGIONAL CENTER  
NOTICE OF INTENT TO RESPOND TO REQUEST FOR PROPOSALS  
FOR FAMILY HOME AGENCY**

**DUE TO:** Stephanie Gonzalez , Project Coordinator: Fax: (626) 299-4676, Email: [FHainfo@elarc.org](mailto:FHainfo@elarc.org)

**BY: 4:00 P.M., Wednesday, June 5, 2024- Late submission will disqualify the applicant.**

**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 financially 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 services such as or similar to a Family Home Agency. Include dates, time period and any supporting documents.
5. **Enclose completed:** State of California—Health and Human Services Agency, Department of Developmental Services, **APPLICANT/VENDOR DISCLOSURE STATEMENT DS1891** found at <https://www.dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf>

Signature: \_\_\_\_\_

Date: