

PENDING DDS FUNDING APPROVAL
START-UP FUNDING IS PENDING DDS APPROVAL

REQUEST FOR PROPOSALS

Redwood Coast Regional Center
Respecting Choice in the Redwood Community
Community Resource Development Plan
FY 2020-2021

Housing Development Organization
Single Family Home Acquisition and Renovation
To be located in one of the following Counties:
Del Norte or Humboldt

We envision a system of services and supports that acknowledge the person's age, lifestyle preferences and culture, and which is fluid and ever changing... We envision strong, healthy individuals and families whose emotional resources are renewed and supported by community and regional center. ” —From RCRC Vision

Redwood Coast Regional Center is one of 21 locally-based nonprofit private corporations that contract with the State of California to develop and coordinate community resources and supports for people with developmental disabilities and their families. Redwood Coast Regional Center serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

Redwood Coast Regional Center (RCRC) is seeking proposals for a Housing Development Organization (HDO), which can be for profit, non-profit to acquire and renovate a single family home for use by children with enhanced behavioral support needs, located in Del Norte, Humboldt, Lake, or Mendocino Counties.

Funding for this project is provided by RCRC's Community Resource and Development Plan (CRDP). Projects developed with these funds will support the following goals:

- *Expand the availability, accessibility and types of services and supports to meet current and future needs of individuals and their families in the community.*
- *Develop systems to ensure that quality services and supports in the least restrictive environment are provided to individuals in the community.*
- *Develop services that are person-centered and represent the diversity of the regional center's catchment area.*

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HOUSING DEVELOPMENT ORGANIZATION

A need has been established to acquire and renovate a single family home, where children with enhanced behavioral support needs can live in the RCRC catchment area (Del Norte, Humboldt, Lake, and Mendocino Counties). The home will be leased to a selected service provider and operate as an Enhanced Behavioral Support Home (EBSH). The EBSH will operate as a Group Home for children licensed by Community Care Licensing. The service provider for Enhanced Behavioral Supports will be selected through a separate Request for Proposal (RFP) process. The HDO will perform property owner duties and will have property management and maintenance responsibilities. The HDO will need to work closely with the chosen service provider and RCRC to address any physical, medical, mental health, and/or sensory needs of the children in both the acquisition and renovation of the home. The HDO's development team will also need to work with the selected service provider and RCRC staff to ensure that the requirements of Community Care Licensing and the *Community Placement Plan Guidelines for Purchasing and Developing Permanent Housing* are met. The property acquired for the EBSH must be a single-story family home for no more than four (4) children. The home will be designed with a minimum of four (4) single occupancy bedrooms. **Please review Welfare & Institution Code 59000 thru 59072 prior to submitting your proposal and address your understanding of the requirements for this development.**

The development would need to support up to four (4) children, in private bedrooms with intensive behavioral support needs. The home would serve children who are at risk of moving outside of his or her home area to access appropriate resources.

APPLICANT ELIGIBILITY:

Proposals may be submitted by housing development organizations that are authorized to conduct business within the state of California. Board members of Redwood Coast Regional Center and employees of RCRC are prohibited from submitting proposals. The ideal candidate will have previous knowledge and experience following the *Community Placement Plan Guidelines for Purchasing and Developing Permanent Housing*.

ELEMENTS OF HDO SINGLE FAMILY HOME ACQUISITION AND RENOVATION:

The housing development may require environmental modifications specific to regulations and/or to reduce health and safety risks for the children living in the home. The HDO will work closely with RCRC on the location and development/modifications of the home. The home should be located within a town or city with easy access to community resources such as, organized sports and social events, after-school activities, parks, schools, and healthcare, to name a few. Regional Center and DDS approval will be required before the site is to be secured. The HDO will need to work closely with the selected service provider and regional center to meet the requirements of Community Care Licensing and in development of the home. The HDO will work closely with the Regional Center in meeting the DDS *Community Placement Plan Guidelines for Purchasing and Developing Permanent Housing*.

Prospective general property features should include:

- Private bedrooms

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- Widening of hallways and doors, hardening of exterior/internal walls
- Fire sprinklers
- Delayed egress devices
- Home fixtures to support individuals who have complex behavioral support needs, such as but not limited to: secure light fixtures, TV mounts, no exposed pipes, and/or anti-ligature hardware.
- Windows to either be tempered proof or provided with protective coating
- A place for medication administration, meetings, staff documentation, etc.
- Flooring throughout the house should be easily cleanable
- ADA Compliant
- Large lot with significant space between neighboring homes.
- Ample parking and close proximity to public transportation
- Perimeter fencing (non-scalable)
- Quiet neighborhood with low street traffic
- Close proximity to parks or walking/biking trails
- Nearby medical facilities
- Backup power generator to power essential systems of the home, including delayed egress doors.

The chosen applicant will be responsible for the long-term management and maintenance of the home. To ensure that this home is available for use by people served by Redwood Coast Regional Center, real estate deeds restrictions or restrictive covenants are required for the property purchased with these funds by the HDO. The deed restrictions or restrictive covenants must place specific limitations on the use of the property and guidelines set by the State of California, Department of Developmental Services. The acquisition of the home will be developed in accordance with the housing guidelines issued by the State of California, Department of Developmental Services.

The HDO's primary mission is to develop and manage the home for the needs of people with developmental disabilities. For the purpose of this project, the applicant must be a registered HDO. Only applicants who have acquired, constructed, or renovated property for the use of special needs population for a minimum of two years, or have team members with at least 4 years of relevant experience, will be considered. Proposals will be considered from affordable housing providers who retain development team members with documented experience in real estate purchase, financing and renovation.

Organizations must submit resumes of the development team, previous projects, and a narrative of proposed property ownership including acquisition, renovation, and maintenance. Information on plans for acquiring permanent financing, HDO organization and financial documents, an implementation and financing plan, and a sample reporting format must also be included.

The selected applicant will be required to provide a performance bond for all money advanced. Start up funding is available through RCRC's Community Resource Development Plan (CRDP)

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funding. Start up funding for this project is up to \$400,000 (acquisition and rehabilitation/renovation).

GOAL:

The goal of this project is for an HDO to acquire and renovate a single family home within RCRC's four county catchment area, which can be leased to a service provider as an Enhanced Behavioral Support Home for up to four (4) children.

KEY OBJECTIVES OF THIS PROJECT:

1. Collaborate with RCRC to ensure that the requirements of the *2017-2018 CPP Housing Guidelines for Start-Up Funding* are met.
2. Obtain control of the site for the home.
3. Retrofit the home with any adaptations needed for the children who are targeted to reside there.
4. Execute a recorded Regulatory Agreement which stipulates the restrictive use of the home to regional center clients in perpetuity.
5. Establish a Long-Term Lease Agreement and a Property Management Agreement with the selected service provider for the regional center clients who are targeted to live in the home.

START UP FUNDING:

\$150,000 is available for acquisition

\$250,000 is available for renovation

PROPOSALS:

All interested parties are required to submit a proposal to Redwood Coast Regional Center. All proposals received by **December 28, 2020** will be reviewed and scored by a team of evaluators selected by RCRC. Applicants who meet the proposal criteria will be invited to participate in an interview process.

Submit Proposals by email to: Leah Thompson at lthompson@redwoodcoastrc.org

Proposals MUST include the following items:

1. A cover page listing the applicant's name, address, phone number
2. Copy of a recent Certificate of Status of Good Standing with the California Secretary of State for the HDO.
3. Copy of the current Articles of Incorporation of the HDO
4. A copy of the current by-laws of the HDO
5. List of current officers and board members
6. The written consent of the Directors of the HDO for the individual submitting this proposal to act on behalf of, enter into agreements on behalf of, execute documents on behalf of, and encumber assets of the HDO.
7. Copy of last 3 years of financial statements of the HDO and a copy of the most recent

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financial audit.

8. List of HDO projects developed
9. Proposal Narrative Part 1: Describe your experience with developing homes for people with developmental disabilities. Do you have any experience developing a facility for an Enhanced Behavioral Support Home? What are some key features that you would want to consider in the development of this type of home?
10. Proposal Narrative Part 2: Describe your experience acting as property manager and landlord for homes in which people with developmental disabilities live.
11. Proposal Narrative Part 3: Provide a statement outlining your plan to serve diverse clients, including but not limited to, culturally and linguistically diverse clients. Provide examples of your commitment to addressing the needs of those diverse clients. Include any additional information that you deem relevant to issues of equity and diversity.
12. A list of the members of the proposed Project Development Team including the name, address, telephone number, and resumes of the team members. At a minimum, this team should include the proposed (licensed) architect who will develop the renovation plans, the possible (licensed and bonded) general contractor(s) who will be asked for bids on the project, members with the expertise to hire skilled consultants to assist the HDO in obtaining the necessary financing for the project, and an attorney with the expertise to execute the legal and lease agreements required in this project.
13. Timeline Schedule: A proposed implementation plan that describes the process that will be used to develop (select, acquire, and renovate) the home which includes detailed descriptions of the sequenced activities necessary for overall project completion. Identified realistic timeframes for the completion of each activity should be included in the implementation plan.
14. The names, addresses and phone numbers of three **Professional References** and at least one professional letter of reference describing your abilities and qualifications in regards to this proposal (attachment A).
15. A proposed Budget which should include:
 - a. Pre-development costs (appraisal cost, inspections, escrow, etc.)
 - b. Acquisition costs (including both awarded funds and leveraged funds)
 - c. Sources of leveraged funds (bank loans, foundations, HUD funds, etc.)
 - d. Identification of the proposed permanent debt service
 - e. Project Management Fees
 - f. Renovation costs (architectural, engineering, permits and fees; developer, legal, accounting, consultant, contractors, etc.)Note: The acquisition budget must show a minimum down payment of 20% of the purchase price.
16. A statement that describes the steps the applicant will take ensure client safety and to reduce the risk of individuals supported from being abused, both within and outside of the agency.

REPORTING REQUIREMENTS:

A contract will be developed which delineates specific milestones associated with this project,

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the specific documentation that will be required to demonstrate completion of each milestone, and the specific funding amount which will be provided at the completion of each milestone. The selected project contractor will be required to submit milestone documentation of progress made toward meeting project objectives to the Redwood Coast Regional Center at the completion of each milestone. These summaries will be attached to the milestone invoices submitted by the contractor. Upon completion of the project, the contractor will submit a reconciliation statement of final cost and CRDP funds expended and claimed, along with invoices and other evidences of the HDO's costs for the project, including evidence of payment to third parties, and including the primary general contractor's invoices and backup invoices.

TIMELINE:

DATE	ACTIVITY
12/28/20	RFP Due to RCRC
Week of 1/11/2021	RFP Review by RCRC
Week of 1/25/2021	RFP Interview which will take place via Zoom
2/1/2021	RFP Awarded

TECHNICAL ASSISTANCE:

RCRC staff will provide the person(s) selected through the RFP process with technical assistance as needed in developing and completing the property acquisition and renovation, as well as connecting with a service provider for long-term leasing.

Before beginning work on the RFP or if there are any questions regarding this RFP, it is strongly recommended that interested parties contact:

Leah Thompson
Community Placement Plan, Resource Coordinator
707-616-2206
lthompson@redwoodcoastrc.org

RCRC reserves the right to withdraw this Request for Proposals (RFP) at any time without prior notice. Further, RCRC makes no representation that any agreement will be awarded to any applicant responding to this RFP. RCRC reserves the right to reject the proposal of any respondent who, in the opinion of RCRC, is not responsible or has previously failed to perform properly, or is not in a position to operate within the service design.

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Attachment A

1. List three references that we may contact who will be able to attest to your experience working with individuals with developmental disabilities and /or in underserved communities in a professional capacity:

Reference #1:

Reference #2:

Reference #3:

I hereby give permission to Redwood Coast Regional Center to contact the above named references.

Signature _____

Date _____

2. Attach to this form at least one professional letter of reference describing your abilities and qualifications in regards to this proposal.

3. List any and all services or programs you are currently operating, are associated with, or are developing.

Name of Service	Type of Service	In development or operational?	Number of years in operation (if applicable)	Funding source