

PENDING DDS FUNDING

REQUEST FOR PROPOSALS

Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Community Resource and Development Plan

FY 2024-2025

Family Home Agency (FHA)- Family Teaching Home Service Provider

To be located in Humboldt County

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 to develop A Family Home Agency, utilizing the family teaching home model to be developed in Humboldt County. Funding for this project is provided by RCRC's Community Resource and Development Plan (CRDP) budget. 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.*

SERVICE DESCRIPTION

A Family Home Agency (FHA) is a private, not-for-profit agency that is vendored to do all of the following: 1) recruit, approve, train, and monitor family home providers; 2) provide services and supports to family home providers; and 3) assist clients in moving into or relocating from family homes. A "Family Teaching Home" means a home that has been approved by an FHA and is owned, leased, or rented by the family home agency, wherein the family home provider and the client(s) have independent residences, either contiguous or attached, and in which services and supports are provided to a maximum of three consumers regardless of their degree of disability, except for those consumers who require continuous skilled nursing care as defined by California Code of Regulations, Title 17, Section 56076, subsection (e)(3). Redwood Coast Regional

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Center is seeking proposals from a not-for-profit agency (501-C3), for development and operation of a service that provides comprehensive support to individuals who choose to live in a setting that provides a higher level of independence. This support model incorporates committed family home providers serving the role of “teachers” who live in close proximity to the individuals they support in a separate unit of a duplex type setting. Key to the success of this model is an agency that values respect for individual choice, protection of civil and human rights, and a Person-Centered approach in service delivery.

The property to be utilized for this service will be owned by a Housing Development Organization (HDO) under a separate grant process; and the property will be leased to the FHA service provider using a Net-Net Lease model.

FAMILY HOME AGENCY REQUIREMENTS

Potential providers must have prior demonstrable experience including:

- Supporting individuals with developmental disabilities from various cultural and socio-economic backgrounds.
- Owning or operating a Family Home Agency.
- Providing person centered supports
- Providing advocacy for individual rights
- A clear understanding of individual rights as outlined in the Home and Community Based Services Final Rule.
- A clear understanding of Title 17 requirements as they pertain to this service.

Additional Requirements for the *selected* Family Home Agency

- Meet all Title 17 requirements as applicable to this service model as prescribed by DDS.
- Cooperate with DDS for certification as necessary.
- Provide a plan for recruitment, pre-service and ongoing training, and provision of consultative support and respite to support the family home provider.
- Provide a plan for responding to emergencies.
- Develop a plan for evaluation of service success and quality of life outcomes by an objective third party.
- Provide a creative and flexible approach to service and modify supports as necessary.
- Must agree to a minimum of quarterly monitoring by Redwood Coast Regional Center.
- Track and maintain financial data for at least 3 years from date of contract.
- The contracts for the project will require an agreement that the grantee will provide, at minimum, 120 months (ten years) of continuous services, based upon the date of the first admission. Failure to meet this term of service will require the awardees to re-pay a portion of the original start-up grant.
- Applicants must disclose any potential conflicts of interest (Title 17, §54500). Proposals will NOT be accepted from employees of the State of California, employees of the regional center system, or their immediate family members. Eligible applicants may be either a non-profit corporation (501-C3) or proprietary, for-profit entities.

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GENERAL SERVICE REQUIREMENTS

The family home provider will live in one of the units of the duplex with a salary, cash credits for meals, public utilities/phone/Internet and transportation expenses. The family home provider is also provided regular time off for rest and leisure time covered by additional teaching staff.

Following careful recruitment to match family home providers with individuals, the provider will undergo pre-service training followed by extensive ongoing instruction. The curriculum will be relevant to the individuals to be supported—focused on quality of life and being a part of the community. Family home providers must achieve outcomes as prescribed and go through extensive evaluation. Family home providers are trained and supported by the management of the service as well as consultants as necessary.

Additional Requirements

- The Family Teaching Home will support three (3) permanent residents.
- Prior to an individual residing in a family home, the following FHA staff shall attend the residential services orientation provided by the vendoring regional center pursuant to the requirements of Title 17, Section 56003 (a)(1)(A), (C), (D) and (E): The FHA administrator; all FHA staff responsible for the direct supervision of other FHA staff; and all FHA staff who have frequent and routine contact with clients. When there is a change in the FHA's administrator or staff, the new administrator or staff shall attend the next scheduled residential services orientation provided by the regional center.
- The Department shall conduct a criminal record review of all persons specified in Welfare and Institutions Code Section 4689.2(c) and shall have the authority to approve or deny an application for vendorization as an FHA, or employment, residence, or presence in the family home based upon the results of such a review. All completed, signed and dated Department of Justice fingerprint cards shall be submitted directly to the Department. No individual shall move into a family home prior to compliance with Welfare and Institutions Code Section 4689.2(b).
- A Certificate of Approval must be issued to the family teaching home by the Family Home Agency once a criminal record review has been satisfactorily completed by the family home provider, and prior to the provision of services.
- Program must meet all applicable Title 17 regulations;
- Administrator must have a minimum of 2 years full-time experience in a Family Home Agency that provides supports to persons with developmental disabilities.
- Direct Support Professionals (DSP) must speak the language of the people they support;

FAMILY HOME PROVIDER RESPONSIBILITIES

- Facilitate self-directed choices by providing tools and strategies to achieve personal goals.
- Facilitate, search out, and develop community opportunities for work, leisure, recreation and friendships.

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- Teach and model household responsibility and roommate interactions.
- Provide and plan opportunities for skill development.
- Teach and model effective ways to solve life's problems as they arise.
- Provide a connection to community so that individuals become known as neighbors.
- Provide support regarding the health and welfare of the individuals served, as needed.
- Be available during night hours to assist individuals if necessary.
- Must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, healthcare systems, mental health systems, etc.) for the successful support of the individual.
- Must speak the language of the individuals they support.

GOAL:

The goal of this project is to develop an Adult Family Home Agency to provide Teaching Home services for three adults in Humboldt County. Support needs may include skill development/maintenance, communication skills- including the use of augmentative and alternative communication devices, social relationships, emotional expression, managing a household, community engagement and support with scheduling and understanding medical and mental health services.

START UP FUNDING:

Start-up funding is pending DDS approval available through RCRC's Community Resource Development Plan (CRDP) funding. \$150,000 has been requested in start-up funding for this project. The start-up funds identified in this RFP are solely for the use of the service provider for activities integral to the establishment of the "family teaching home".

Start-up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, household furnishings and supplies, personnel recruitment and training expenses, general equipment, and other costs as described per contract. Start-up funds are not intended to cover 100% of the development costs.

PROPOSALS:

All interested parties are required to submit a proposal to Redwood Coast Regional Center, as detailed below. All proposals received by **September 3, 2024** 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

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Proposals **MUST** include the following items 12 items:

Item	Points
1. <u>A Cover Page and Table of Contents:</u> List the applicant's name, address, phone number, and name(s) of proposal author(s).	Yes/No
2. <u>Background and Experience:</u> Summarize education, experience, and knowledge of key personnel in providing services to the target populations. Describe how the documented education, knowledge, and experience will be a good fit for developing this program.	15
3. <u>Development Experience:</u> Briefly summarize your current and previous development of services and programs. Highlight similarities between current or previous program(s) developed and your proposed program for this RFP.	5
4. <u>Agency Outcomes:</u> Describe anticipated outcomes of proposed service for people residing in the home and how achievement of outcomes will be measured.	10
5. <u>Assessment and Planning:</u> Describe your agency's person-centered planning process, and discuss how individual goals and objectives will be determined and progress measured.	15
6. <u>Staffing Schedule AND staff/family home provider training requirements:</u> <ul style="list-style-type: none"> • Provide a sample one-week staffing schedule including the administrative staff, direct support professionals, and consultant(s). • Provide initial and ongoing training requirements and schedules, including required certifications and specialized training activities. 	15
7. <u>Serving Diverse Populations:</u> Provide a statement outlining your plan to serve diverse populations, 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.	10
8. <u>Client Safety:</u> Provide a statement that describes the steps the applicant will take to ensure client safety and to reduce the risk of individuals supported from being abused both inside and outside of the residence.	10
9. <u>Development Timeline Schedule:</u> A proposed implementation plan that describes the process that will be used to develop 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.	5
10. <u>A Proposed Start-up Budget:</u> Provide a start-up budget AND brief line-item narrative of identified start-up costs, which may include non-recurring costs associated with initially establishing the service. Costs may include administrative costs, household furnishings/supplies, recruitment/training expenses, and general equipment.	10
11. <u>A Proposed Ongoing Service Budget and Brief Line-item Narrative:</u> Use the attached cost statement template to develop an estimated ongoing budget.	5
12. <u>Professional Resumes:</u> Include professional resumes for all members of the development team.	Yes/No
TOTAL POINTS	100

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REPORTING REQUIREMENTS:

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

TIMELINE:

DATE	ACTIVITY
7/2/2024	RFP Released
9/3/2024	RFP Due to RCRC
Week of 9/16/2024	RFP Review by RCRC
Week of 9/30/2024	RFP Interview(s) which will take place via Zoom
10/7/2024	RFP Contract Awarded

TECHNICAL ASSISTANCE:

RCRC staff will provide the selected applicant with technical assistance in developing the service design and meeting contract deliverables/milestones, as needed, for development of the service.

Before beginning work on the RFP, it is strongly recommended that interested applicants contact:

Leah Thompson
Community Placement Plan, Resource Coordinator
707-616-2206
lhompson@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 able to operate within the service category.

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FINANCIAL/BALANCE STATEMENT and COST STATEMENT

NEW APPLICANT ?
(yes or no)

APPLICANT/VENDOR NAME _____

VENDOR # (if available) _____

SERVICE ADDRESS STREET _____

CITY _____ STATE _____ ZIP _____

MAILING ADDRESS STREET _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

SERVICE CONTACT NAME _____

PHONE _____

FAX _____

EMAIL _____

FINANCIAL CONTACT NAME _____

PHONE _____

FAX _____

EMAIL _____

SERVICE CATEGORY CODE _____ DESCRIPTION _____

COMPLETED STATEMENTS ATTACHED:

ACCOUNTING BASIS:

	ACCRUAL		
	CASH		
	TAX		
	OTHER	DESCRIBE	

FINANCIAL/BALANCE STMT AS OF: (DATE) _____

ACTUAL _____ PRO-FORMA (New Applicants Only) _____

COST STATEMENT FOR THE 12 MONTH PERIOD:

BEG. DATE: _____ END DATE: _____

ACTUAL _____ PRO-FORMA (New Applicants Only) _____

FINANCIAL / BALANCE STATEMENT

VENDOR NUMBER (if known)/NAME: _____

AS OF (Date): _____

ASSETS

CASH ON HAND _____

CASH IN NON-INTEREST BEARING COMMERCIAL ACCOUNTS _____

CASH IN INTEREST BEARING COMMERCIAL ACCOUNTS _____

STOCKS AND BONDS _____

OTHER SHORT-TERM INVESTMENTS _____

NOTES AND RECEIVABLES _____

INVENTORY _____

LIFE INSURANCE (cash value) _____

OTHER CURRENT ASSETS _____

TOTAL CURRENT ASSETS _____

LAND _____

BUILDINGS & IMPROVEMENTS _____

EQUIPMENT, FURNITURE & FURNISHINGS _____

INTANGIBLE ASSETS _____

ACCUMULATED DEPRECIATION/AMORTIZATION _____

OTHER LONG-TERM ASSETS _____

TOTAL LONG-TERM ASSETS _____

A. TOTAL ASSETS _____

LIABILITIES

ACCOUNTS PAYABLE (include installment contracts) _____

SALARIES AND WAGES PAYABLE _____

PAYROLL TAXES PAYABLE _____

REAL ESTATE TAXES PAYABLE _____

NOTES PAYABLE (include personal notes) - SHORT-TERM PORTION _____

REAL ESTATE LOANS OR MORTGAGES - SHORT-TERM PORTION _____

OTHER CURRENT LIABILITIES _____

TOTAL CURRENT LIABILITIES _____

NOTES PAYABLE (include personal notes) - LONG-TERM PORTION _____

REAL ESTATE LOANS OR MORTGAGES - LONG-TERM PORTION _____

OTHER LONG-TERM LIABILITIES _____

TOTAL LONG-TERM LIABILITIES _____

B. TOTAL LIABILITIES _____

OWNERSHIP (EQUITY)

C. TOTAL OWNERSHIP (DIFFERENCE BETWEEN A & B) _____

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS ON THIS FORM AND ANY ACCOMPANYING ATTACHMENTS ARE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

COMPLETED BY (signature): _____

TITLE: _____

DATE: _____

COST STATEMENT

VENDOR NUMBER (if known)/NAME: _____

12 MONTH PERIOD COVERED: _____

BEG: _____

END: _____

	ADMIN	DIRECT SUPPORT	TOTAL
SALARIES & WAGES (from 2nd page)			
BENEFITS & PAYROLL TAXES (from 2nd page)			
TOTAL PAYROLL EXPENSES			
AUDIT AND ACCOUNTING EXPENSE			
BANK CHARGES			
BUILDING/FACILITY MAINTENANCE			
BUILDING/FACILITY RENT			
CONSUMER ACTIVITIES			
COMMUNICATIONS			
CONSULTANTS (should equal total on 2nd page)			
DEPRECIATION			
EQUIPMENT MAINTENANCE			
EQUIPMENT PURCHASE/LEASE			
EXPENDABLE EQUIPMENT			
FINGERPRINTING			
FOOD (LICENSED RESIDENTIAL ONLY)			
INSURANCE AND BONDS			
LEGAL AND OTHER PROFESSIONAL FEES			
LICENSES AND PERMITS			
MISCELLANEOUS EXPENSES			
OFFICE SUPPLIES			
PRINTING AND COPYING			
POSTAGE			
PROGRAM SUPPLIES			
STAFF RECRUITING COSTS			
STAFF TRAINING AND PROGRAM DEVELOPMENT			
TAXES			
TRAVEL/MEALS/MILEAGE REIMB			
UTILITIES			
VEHICLE DEPRECIATION			
VEHICLE LEASE/PURCHASE			
VEHICLE MAINTENANCE			
OTHER			
OTHER			
OTHER			
TOTAL OPERATING EXPENSES			
TOTAL ALL EXPENSES			
PERCENTAGE (note- will show error until numbers are entered)			

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS ON THIS FORM AND ANY ACCOMPANYING ATTACHMENTS ARE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

COMPLETED BY (signature):	TITLE:	DATE:
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COST STATEMENT

VENDOR NUMBER (if known)/NAME: _____

LINE ITEM DESCRIPTIONS FOR: _____

A. ADMINISTRATION

1. SALARY & WAGES \$ 0.00

TITLE	#	FTE	RATE	Cost

2. BENEFITS & PAYROLL TAXES \$ _____

PAYROLL TAX EXPENSE (FICA/SUI/FUTA)	_____	_____
WORKERS COMPENSATION	_____	_____
RETIREMENT (If provided)	_____	_____
HEALTH, DENTAL & LIFE INSURANCE (If provided)	_____	_____
OTHER FRINGE BENEFITS (If provided)	_____	_____

B. DIRECT SERVICES

1. SALARY & WAGES \$ 0.00

TITLE	#	FTE	RATE	Cost

2. BENEFITS & PAYROLL TAXES \$ _____

PAYROLL TAX EXPENSE (FICA/SUI/FUTA)	_____	_____
WORKERS COMPENSATION	_____	_____
RETIREMENT (If provided)	_____	_____
HEALTH, DENTAL & LIFE INSURANCE (If provided)	_____	_____
OTHER FRINGE BENEFITS (If provided)	_____	_____

C. CONSULTANTS

1. SALARY & WAGES \$ _____

TITLE	#	# of hrs/mo	Rate	Cost