

REQUEST FOR PROPOSALS

Redwood Coast Regional Center *Respecting Choice in the Redwood Community* **CRDP FY 2026-2027**

Transitional Housing for Adults *to be located in* **McKinleyville, California**

We envision a system of services and supports that is determined by the individuals served. We envision a process that is complementary to the individual's own life, and which does not intrude upon the person's chosen lifestyle...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. " —From RCRC Vision

Redwood Coast Regional Center (RCRC) 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.

SERVICE DESCRIPTION:

Redwood Coast Regional Center is seeking proposals to develop a service to operate a licensed 4-bedroom transitional living home, in McKinleyville, CA, for adults with developmental and intellectual disabilities. This home will provide a short-term transitional housing option for adults to learn skills and connect with community resources to support their goal of living independently in their community.

The home is currently owned by a Non-Profit Housing Development Organization (HDO). The selected residential service provider awarded this contract will lease the property from the HDO and pursue licensure of the home through Community Care Licensing.

This home will support four (4) people ages 18-59 years and will be licensed as an Adult Residential Facility by the Department of Social Services (DSS)/Community Care Licensing Division (CCLD) and vendored by RCRC as a Staff Operated Community Care Facility (Service Code 915). This home will provide a short-term stable living environment (6 to 12 months) that focuses on teaching skills necessary to live independently in the community. Individuals referred to the home may be homeless, transient, have unstable housing, live in a motel, or may be living with family, because there are no available independent housing options.

The home will develop and implement Individual Service Plans with the people served that focus on outcomes to gain long-term independent housing. Individualized Service outcomes may include, but not be limited to:

- Applying for SSI and following up with appeals
- Applying for low-income/subsidized housing and follow-up to stay on wait lists
- Applying for generic services like CalFresh, IHSS, DOR, mental health and other health care services
- Identifying and hiring IHSS workers
- Developing roommate skills
- Provide training in general independent living skills such as budgeting, meal planning, learning to prep healthy & affordable meals, laundry, household chores, etc.

The home will provide opportunities for decision making in all aspects of living; a common space to promote interaction; private bedrooms; private bathrooms; access to the kitchen at all times; private spaces to visit with family and friends; a private space to make phone calls; and a private space to store personal items. The home will prioritize individual choices and needs.

House administrators, staff, and consultants, will implement Person Centered Planning strategies for teaching skills and creating/implementing individual service outcomes. A “whole person” approach, which incorporates the physical, mental, behavioral, and social components of the person’s overall health, will be utilized. Additionally, the successful applicant will make or have strong connections with local community resources in Humboldt County.

SERVICE GOAL:

The goal of this service is to provide a short-term stable living environment where people served will be connected with appropriate community resources and learn the skills necessary to live in their community independently.

START UP FUNDING:

Up to a maximum of \$105,000 in start-up funding is available for the successful applicant through a start-up contract process. Start-up funding may be used for the following purposes:

- Security Deposit on property
- Up to 3 months rent and utilities (after the lease is signed)
- Staff and consultant costs for up to the first three months of operation
- Household furnishings and equipment necessary to implement the service
- Staff and consultant recruitment and training costs
- Office equipment and supplies
- Licensing fees/Fingerprinting
- Program Design development
- Funding for ongoing vacancy costs, due to the short-term nature of the home

- Other service development costs as approved by RCRC.

RATE STRUCTURE:

Adult Residential Facility- Staff Operated - Service Code 915, utilizing the level 7 rate model; with up to level 4 staffing hours and up to level 6 consultation hours.

PROPOSAL GUIDELINES:

All interested parties are required to submit an electronic proposal to Redwood Coast Regional Center. All proposals received by the deadline will be reviewed and scored by evaluators selected by RCRC. Applicants who meet the proposal criteria will be invited to participate in an interview process. Proposal should be emailed to Leah Thompson at ltompson@redwoodcoastrc.org **Proposals are due November 6, 2026, by 5:00 PM.**

Proposals must include the following 8 items in the order given below:

1. A cover page listing applicant's name, address, phone number, and name of person preparing proposal if other than applicant.	5 points
2. A description of the applicant's education, experience, and demonstrated ability to perform, with particular emphasis on experience related to supporting adults in accessing community supports and achieving and maintaining short-term goals that increase independence. <i>Descriptions must include, at minimum, the applicants' experience with accessing the following resources for people served:</i> • Social Security • Legal aid • Medi-Cal/Partnership • IHSS • CalFresh • Mental Health Services • Educational Services	15 points
3. A statement of how the applicant will assure staff competency, stability, and training. This statement should include at minimum: • Desired characteristics for all staff positions, including minimum qualifications for each position. • Activities relating to hiring and maintaining staff. • Health and criminal background screening procedures. • Initial and ongoing staff training plans and schedules that include, at minimum, community resources, teaching skill development, mandated and incident reporting, assistance with medications, plan development and implementation, circles of support, person centered thinking, DSP Year 1 and DSP Year 2.	20 points

4. A description of the curriculum the home will use to teach clients independent living skills needed to live independently in the community (this curriculum can be developed by the selected applicant or can be a curriculum that has been developed by another source). The description of the curriculum should include, at minimum, the teaching modalities used, the topics covered, and methods used to assess competencies.	10
5. A statement outlining the applicant's plan to serve diverse populations, including culturally and linguistically diverse populations; examples of the applicant's commitment to addressing the needs of those diverse populations; and any additional information that the applicant deems relevant to issues of equity and diversity.	15
6. 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 within and outside of the home.	15
7. Provide a proposed draft start-up budget that includes a line-item narrative for use of funds AND an estimated timeline for fund expenditure and service development.	10
8. An estimated cost statement for one year of ongoing services. Attachment A, pages 1-2.	10

Submit Proposals To:

Leah Thompson
Community Placement Plan Resource Consultant
Redwood Coast Regional Center
lthompson@redwoodcoastrc.org

TIMELINE:

Completion Date	Activity
November 6, 2026	Proposals are due to RCRC by 5:00 pm
Week of November 16, 2026	Proposals are reviewed by internal RCRC team
Week of November 30, 2026	RFP interviews Conducted via Zoom
Week of December 7, 2026	Contract awarded to successful applicant

SERVICE DESIGN:

If a proposal for the *Transitional Housing Service for Adults* is selected, the applicant will be required to develop a written RCRC approved Service Design, pursuant to

California State regulations as delineated in Title 17, Title 22, and the Lanterman Act. Regional Center and DDS approval of the Service Design, as well as successful negotiation of a contract for services, shall be a condition of vendorization.

The Service Design will be written after the completion of a formal orientation process which will provide a forum for understanding the residential support model. The Service Design must include service provision outcomes which result in residents being successful in achieving stable and satisfactory lifestyles. The Service Design will include strategies which address each individual's preferred daily activities and independent living support needs, with the focus being that supports are provided for the person, and with the person's participation, rather than having the person "fit" into an existing "program". Strategies that will be used to structure the environment as needed by each resident, clear and known expectations and boundaries for all, training and retaining stable staff must be incorporated in the Service Design.

Technical Assistance:

RCRC staff will provide the applicant selected through the RFP process with technical assistance as needed in developing and completing the Service Design. Redwood Coast Regional Center is committed to being supportive throughout the process to create nurturing and growth enhancing living arrangements for clients in our communities.

Before beginning work on the proposal, and if there are any questions regarding this RFP, it is recommended that interested applicants contact:

Leah Thompson
Community Placement Plan Resource Consultant
Redwood Coast Regional Center
Phone: 707-616-2206
ltompson@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.

ATTACHMENT A Page 1

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			
TOTAL OPERATING EXPENSES			
TOTAL ALL EXPENSES			

ATTACHMENT A Page 2

VENDOR NUMBER (if known)/NAME: _____

LINE ITEM DESCRIPTIONS FOR:

A. ADMINISTRATION

1. SALARY & WAGES

\$ _____

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

\$ _____

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

\$ _____

TITLE	#	# of hrs/mo	Rate	Cost