



## SOUTH CENTRAL LOS ANGELES REGIONAL CENTER FOR DEVELOPMENTALLY DISABLED PERSONS, INC.

### **Unfunded Request for Letters of Interest Family Home Agency Development**

#### **Family Home Agency**

South Central Los Angeles Regional Center (SCLARC) is requesting Letters of Interest from individuals interested in developing a family home agency for adults.

Family Home Agencies are private, not-for-profit agencies that are vendored to: recruit, approve, train, and monitor family home providers; provide services and supports to family home providers; and assist individuals in moving into or relocating from family homes. Family Home Providers are individuals/families who have been recruited, approved, and trained by an FHA to provide services and supports to individuals residing in a family home.

The family home agency will be responsible for the following duties:

- Administration of the FHA;
- Recruitment of family homes;
- Training of FHA staff and family homes;
- Ensuring an appropriate match between the needs and preferences of the consumer and the family home;
- Monitoring of the family homes;
- Provide services and supports to individuals served and family homes which are consistent with the individual's preferences and needs, and the IPP; and
- Coordinate with the regional center and members of the individual's family and/or the individual's authorized representative, if applicable, as necessary to ensure the individual's satisfaction and the stability of the family home.

#### **Family Home Agency Minimum Requirements**

1. Applicants' program must include staff who are bilingual in English and Spanish.
2. Applicants' program director must have a minimum of 3 years of experience providing services to individuals with intellectual and/or developmental disabilities.
3. Applicants must be in good standing with SCLARC and with any other regional center the applicant is currently working with. Those with a negative history with a licensing agency, the regional center or similar actions taken by a placement or oversight agency may not be considered.
4. Applicants must commit to developing and submitting a program design with the specific details outlined in CCR Title 17 section 56084.
5. There are no start-up funds available for this project. Applicants must have sufficient funding to develop this service.

## **Ineligible Applicants**

The following agencies or individuals are not eligible:

- The State of California, its officers or its employees;
- A regional center, its employees, or their immediate family members;
- State Council members, their employees or their immediate family members;
- Any applicants with a conflict of interest with either its board members or employees.

## **Rights and Reservations**

- SCLARC reserves the right to reject any or all proposals received as a result of this Request for Letters or Interest or to negotiate separately with any contractor when it is determined to be in the best interest of SCLARC;
- SCLARC reserves the right to select any of the finalists;
- SCLARC's decision will be final in any manner or interpretation of the Request for Letters of Interest.

## **Letters of Interest Submission and Review Process**

- Letters of Interest Due Date: **September 13, 2021**
- Mode of Submission: **Letters of Interest must be emailed to [vendocs@sclarc.org](mailto:vendocs@sclarc.org).**
- Committee Review and Recommendation: **Completed by September 30, 2021**
- Executive Director Approval and Vendor Notification: **Completed by October 12, 2021**
- Latest Date Social Recreation Programs Developed Through This Project Are Prepared to Start Serving Individuals: **February 1, 2022**

## **Regional Center Contact**

The contact person for this project is **Susana Hermosillo, FHA Specialist**. She can be reached at [susanah@sclarc.org](mailto:susanah@sclarc.org).

## **Letters of Interest Narrative**

1. Letters of Interest must be limited to no more than 5 pages. Any program designs submitted in place of Letters of Interest **will not be reviewed as a part of this project.**
2. Letters of Interest must include the following:
  - Cover sheet which includes:
    - i. The applicant's name, address, telephone number and email address
    - ii. Company Information
    - iii. Letters of Interest Author
3. Description of qualifications and experience in providing the same or similar services.
4. Applicants educational background and applicable licenses and/or certificates.
5. List of all current regional center vendorizations.
6. The prospective FHA's current financial status; ensuring funds are available to support the development of this new service.
7. A statement regarding the prospective FHA's potential for providing cost-effective quality services and supports.
8. A description of the degree to which the individual served will have choice regarding the provision of services and supports.
9. A statement ensuring that the FHA will cooperate with the regional center's monitoring and the Department of Developmental Service's evaluation process.
10. A development timeline.