

SOUTH CENTRAL LOS ANGELES REGIONAL CENTER



Request of Proposals (RFP) Fiscal Year 2025-26 Community Placement Plan (CPP) & Community Resource Development Plan (CRDP) Start-Up Projects

***Grant Awards are contingent upon approved funding from the Department of Developmental Services.**

The selected applicant will be required to provide a performance bond for all money advanced. The cost of the bond will be an acceptable start-up cost.

Geographic Location of HDO/SCLARC Catchment Area: Los Angeles (SCLARC catchment area) - cities of Bell, Bell Gardens, Maywood, Paramount, Cudahy, Downey, Huntington Park South Gate, Compton, Lynwood, as well as the South Los Angeles area, including the communities of Watts, Crenshaw, Hyde Park, Leimert Park, View Park and Baldwin Hills.

HOUSING DEVELOPMENT ORGANIZATION (HDO)

An HDO will be responsible to acquire and renovate the projects listed, which will be available with long-term leases for residential service providers selected and vendored by SCLARC. The successful bidder must be a Housing Development Organization (HDO), or have that as a component of their organization, that does not provide direct services to any individuals with developmental disabilities. Both the acquisition and renovation grant applications may be combined in a single proposal. Grant funding for renovating the homes is available for modifications required to meet the support needs of the individual referred, and to meet the licensing standards that will apply to the residents referred. Applicants will also be responsible for the long-term management and maintenance of the property. To ensure that homes developed using CCP/CRDP funds are always available for use by individuals served by SCLARC, real estate deed restrictions or restrictive covenants are required of the HDO for the property purchased with these funds. The property will be developed in accordance with [Fiscal Year 2025-2026](#) Community Placement Plan/Community Resource Development Plan Housing Guidelines issued by the State of California, Department of Developmental Services.

Deed restrictions, per the Fiscal Year [2025-2026](#) housing guidelines issued by the State of California, Department of Developmental Services, must specify the properties will be held in perpetuity for persons referred by SCLARC. This HDO may hold the properties as a profit, non-profit corporation, limited partnership or limited liability corporation.

Renovation of the property must be supervised by and is the responsibility of the HDO. Renovation plans must be developed for the HDO by a licensed architect and implemented by a licensed, bonded contractor, and the plans approved by SCLARC prior to an application for construction permits. The property will be leased to a residential service provider who will provide care and supervision to the residents. The selected residential service provider as well as regional center staff will be available to the HDO/architect/building contractor for development team meetings and technical assistance regarding the needs for the individuals referred as well as the requirements of Community Care Licensing. Property must be convertible to meet the standards of licensing by the Department of Social Services of the State of California, Community Care Licensing Division. Property ownership and management will be separate and distinct from the provision of services and supports.

2526-1 Supplemental Information: Attachment 1	Enhanced Behavior Support Home- Mental Health Adult (EBSH) with Delayed Egress. In collaboration with DDS is developing an Enhanced Behavior Support Home (EBSH), intended to serve a maximum of four (4) adults, each who require 24-hour non-medical care in a highly supervised homelike setting. This home will exceed the minimum requirements of a level 7 residential facility (i.e., additional staffing, supervision,	HDO Project
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	consultation), and shall employ enhanced characteristics, such as delayed egress on perimeter fencing. This home is for individuals who require enhanced supervision and staffing. The home will have enhanced monitoring by regional center case managers, behavior professionals and the Department of Developmental Services (DDS). Home to be equipped with delayed egress designed for individuals who, due to difficulty managing behaviors or lack of hazard awareness and impulse control, would pose a risk of harm to themselves or others. Provider to ensure that individuals are supervised when they wish to go outside the property limits. No refusal placement clause will be issued.	
2526-3 Supplemental Information: Attachment 2	Adult Residential Facility for Persons for Specialized Healthcare Needs -B (ARFPSHN-B) 5 Bed, Non-Ambulatory. Are adult residential facility that provides 24-hour health care and intensive support services in a homelike setting licensed by Community Care Licensing, certified by DDS, and vendored by Regional Centers.	HDO Project
2526-4 Supplemental Information: Attachment 3	Residential Care Facility for the Elderly (RCFE): 5 Bed, Non-Ambulatory [Bed designation to 3 SO and 2 SNF]. Must meet licensure and certification requirements set forth by the Department of Social Services, Community Care Licensing (CCL). RCFE are responsible for providing Assisted Living Waiver (ALW) services to participants, allowing them to maintain independence and continue to receive medical nursing level of care as needed. <i>The service provider must state services will be provided for a minimum of ten (10) years, and a restrictive covenant of 10 years maybe required.</i>	NON-HDO Project

Supplemental Information: Attachment 4 General Information & Requirements of the RFP

Development Timeline: Facilities should be completed six (6) months after closing of escrow

REQUEST OF PROPOSAL SUBMISSION AND REVIEW PROCESS

❖ Publish Date:	October 17, 2025
❖ Informational Meeting: <i>*See Below</i>	October 20, 2025, at 1:00 pm
❖ Request of Proposal Due Date:	December 15, 2025, at 5:00pm
❖ Committee Review, Interviews and Recommendation:	February 2026
❖ Executive Director Approval:	March 30, 2026
❖ Contract Sign by all parties:	May 30, 2026
❖ Services to Begin:	January 2027

*Zoom Link to Information Meeting:

<https://www.zoomgov.com/j/1615189795?pwd=Gw0Lk0SFHmsiD5kf7mhGD2yaBmuBzl.1>

Meeting ID: **161 518 9795**

Passcode: **415543**

Supplemental Information: Attachment 1

Project: SCLARC-2526-1	Enhance Behavior Support Home (EBSH) with Delayed Egress
Service Provider:	To provide residential care to individuals for individuals with intensive behavioral support (applicants may apply for one or more - separate applicants required).
Service Area:	SCLARC Catchment Area
Number Served:	Four (4) individuals in each homes; ambulatory and non-ambulatory with private rooms
Start-up Funding:	Pending on DDS approval
Reimbursement rate:	Rates Negotiable
Service Provider Expectations:	
• Must adhere and requirements the policies and procedure found Title 17 and/or Title 22, Division 6, Chapter 11 Enhanced Behavior Supports Homes. Title 22 can be found: https://www.cdss.ca.gov/portals/9/regs/ebshman2.pdf?ver=2017-03-22-093058-240 • An <u>administrator</u> for an Enhanced Behavioral Supports Home shall also meet the following qualifications, pursuant to the California Code of Regulations, Title 17, Section 59060: ➢ Have a minimum of 2 years of prior experience providing direct supervision to individuals with developmental disabilities, mental health, or forensic backgrounds, completed DSP I & II, and be one of the following: ▪ A Registered Behavior Technician, or ▪ A licensed psychiatric technician, or ▪ A Qualified Behavior Modification Professional. • Ensure that each <u>direct care lead</u> staff person meets the following qualifications: ➢ Have one year prior experience providing direct care to individuals with developmental disabilities; and be one of the following: ▪ Become a Registered Behavior Technician within six months of initial employment, or ▪ Be a licensed psychiatric technician, or ▪ Be a Qualified Behavior Modification Professional. • Ensure that each <u>direct care</u> staff person meets the following qualifications: ➢ Have six months prior experience providing direct care to individuals with developmental disabilities; and ➢ Become a Registered Behavior Technician within twelve (12) months of initial employment. • In addition to Title 22 needs and services, the following shall apply: ➢ Must have no reject policy. ➢ A Board-Certified Behavior Analyst (BCBA) support plan must be completed within one (1) week of admission for resident. ➢ Monthly Case management and quarterly quality assurance visits, are required. ➢ Monitoring required by regional center qualified behavior modification professional at least monthly, four (4) of which are unannounced. ➢ Must have at a minimum Full to Queen size beds. ➢ Direct Support Professionals (DSP) must speak the language of the people they support. ➢ Must hire (in accordance with Title 17 regulations, section 59061) and retain direct care staff trained in non-violent crisis prevention/intervention. ➢ Must identify all types of consultants they propose to utilize and must include a BCBA. ➢ Must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current year to date financial statements that detail all current and fixed assets and current and long-term liabilities. ➢ Must document available credit line and provide necessary information for verification. ➢ Health and Safety §1667.64 requires a minimum of 16 hours of emergency intervention training, including positive behavioral supports and techniques for all staff. ➢ Health and Safety §1567.65 (f) DDS determines that urgent action is necessary to protect a consumer residing in an EBSH, it shall notify DDS. DDS may request that the regional center or centers take action within 24 hours, which may include, as appropriate, the removal of a consumer from the home or obtaining additional services.	
Housing Non-Profit Organization (NPO)	To purchase and modify homes for individuals.
Housing NPO Expectations:	
▪ Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines. ▪ Home to be equipped with delayed egress devices and/or fences designed for individuals who, due to difficult to manage behaviors or lack of hazard awareness and impulse control, would pose a risk of harm to themselves or others. ▪ Home to have a delayed exit door, or doors with time delay type which will automatically open after programmed amount of time (not to exceed 30 seconds). ▪ Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.	

Supplemental Information: Attachment 2

Project: SCLARC-2526-3	Adult Residential Facilities For Persons With Healthcare Needs (ARFPSHN-B).
Service Provider:	To provide residential care to individuals for Persons with Special Health Care Needs (applicants may apply for one or more – separate applicants required).
Service Area:	SCLARC Catchment Area
Number Served:	Five (5) individuals in each homes; ambulatory and non-ambulatory with private rooms
Start-up Funding:	Pending on DDS approval
Reimbursement rate:	Rates Negotiable
Service Provider Expectations:	
• Have RN administrator (preferred) with experience working with individuals who are developmentally disabled and medically fragile. • Provide the following services and supports to individuals with significant health care needs including: ➤ Nutritional support, total parenteral feeding, gastrostomy feeding and hydration ➤ Cardio-respiratory monitoring ➤ Oxygen support, including continuous positive airway pressure and bi-level positive airway pressure, and use of inhalation-assistive devices ➤ Nursing interventions for tracheostomy care and suctioning ➤ Nursing interventions for colostomy, ileostomy, or other medical/surgical procedures ➤ Special medication regimes, including injection and intravenous medications ➤ Management of insulin-dependent diabetes ➤ Manual fecal impaction, removal, enemas, or suppositories ➤ Indwelling urinary catheter ➤ Treatment of staphylococcus infection ➤ Treatment of wounds or pressure ulcers, stages 1 and 2 ➤ Postoperative care and rehabilitation ➤ Pain management and palliative care ➤ Renal dialysis ➤ BCBA to review, development and implement behavior plan as needed. • Provide a Licensed Registered Nurse (RN) and/or Licensed Vocational Nurse (LVN), awake and on-duty 24 hours, seven days a week. • Provide additional Licensed Registered Nurse (RN) on duty at least 8 hours per person, per week. • Ensure that clients remain under the care of a primary care physician, and ensure that each consumer is examined at least once every 60 days. • Emphasize person-centered planning, community access and normalization. • Provide services for individuals transitioning from Developmental Center. • Work collaboratively with family members and Developmental Center staff in transitioning individuals into the community. • Develop positive relationships with SCLARC, day programs, and community resources. • Coordinate and supervise a team of specialized consultants (in addition to nursing) including, but not limited to: a behaviorist, psychologist, nutritionist, recreational therapist, and OT/PT. • Hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community. • Provider to become vendored to provide transportation to and from day program/vocation. • Pay direct care staff competitive wage.	
Housing Non-Profit Organization (NPO)	To purchase and modify homes for individuals.
Housing NPO Expectations:	
▪ Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines and ARFPSHN requirements/features such as generator and tracking systems. ▪ All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory. ▪ Home shall be designed with common areas that promote interaction. ▪ Home shall have private bedrooms for 5 individuals that allow for storage of personal items and décor. ▪ Home shall be designed to have kitchen access at all times. ▪ Home shall have private space to visit with family and friends. ▪ Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness. ▪ Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.	

Supplemental Information: Attachment 3

SCLARC- 2526-4	Residential Care Facility for the Elderly (RCFE)
Service Provider:	To provide residential care to individuals ages 60+ Required (RCFE License with Dementia Program and Hospice Waiver)
Service Area:	SCLARC Catchment Area
Number Served:	5 persons, ambulatory and non-ambulatory (private rooms)
Start-up Funding:	Pending on DDS approval
Reimbursement rate:	Level 6 – Level 7
Service Provider:	
The expectation is that this Service Provider will: • Must adhere law and regulations including but not limited to Title 17 and 22 regulations. Title 22, Division 6, Chapter 8 for RCFE can be found https://www.cdss.ca.gov/getinfo/pdf/rcfe1.PDF • Have an administrator with expertise in working with individuals with developmental disabilities who have maladaptive behaviors, and health issues such as: seizures, dementia, and other relatable health concerns contributing to chronological aging with nursing needs. • Be licensed and vendored for 5 individuals, as a Residential Care Facility for the Elderly (RCFE) with dementia program and hospice waiver. • Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN) and Licensed Vocational Nurse (LVN). • Hire competent, trained staff who communicate effectively with program participants, family members, service professionals and members of the community. • Pay direct care staff competitive wage. • Be vendored to provide transportation to and from day program/vocation. • Access generic resources in the community. • Emphasize person- centered planning, community access, and normalization. • Develop positive relationships with SCLARC, day programs, and community resources.	
Housing Non-Profit Organization (NPO)	To purchase and modify homes for individuals.
Housing NPO Expectations:	
• Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines. • All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non- ambulatory. • Home shall be designed with common areas that promote interaction. • Home shall have private bedrooms for 5 individuals that allow for storage of personal items and décor. • Home shall be designed to have kitchen access at all times. • Home shall have private space to visit with family and friends. • Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness. • Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.	

Supplemental Information: Attachment 4
General Information & Requirements of the RFP

GENERAL INFORMATION

Sample Specifications for Physical Plant
[Collaboration with SCLARC, HDO, Contractor and the Selected Service Provider]

- Adhere to DDS and Community Placement Plan (CPP) housing guidelines, ARFPSHN, and EBHS requirements. Examples: features such as generator and tracking systems.
- ADA complaint exists, and non-ambulatory clearance.
- Access to adequate community resources as approved by SCLARC.
- Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.
- Common areas that promote interaction. Multiple interior and exterior common areas are preferred, including private space to visit with family and friends.
- Fully fenced and private yard or outdoor space for individuals to safely be outside for relaxing, socializing, and physical fitness.
- Private bedrooms for individuals that allow for storage of personal items and décor.
- Finishes and fixtures that are durable and easily cleaned; utilize ligature resistant fixtures where needs are identified.
- Installation of an emergency backup power generator capable of powering essential elements of the home such as interior and exterior lighting, kitchen appliances, delayed egress devices, one common area television, landline telephone, and common area computer.
- Interior doors have soft-closing hinges. This prevents slamming doors, injuries, loud sounds, etc.
- Soundproofing windows utilizing quadruple pane windows or Plexiglas insert.
- All windows to either be tempered or provided with a protective polymeric glass coating
- Hardened walls through the use of ¾" drywall, PVC protective wall paneling, acoustically enhanced gypsum board, etc.
- Softened walls for residents with self-injurious behaviors through partial or full wall modular panel systems, and rounded corners (if applicable).
- Maintain an open floor plan with maximum line of sight from/to Kitchen, common areas, and any staff work areas.
- Fiberglass doors and metal knock down frames.
- Thoughtfully designed and locked storage throughout home, specifically at bathrooms, kitchen and laundry.

General Requirements for Service Providers

- Facility will be licensed as an Adult Residential Facility (ARF) by Community Care Licensing (CCL) prior to vendorization by SCLARC.
- Facility will support adult residents.
- 24-hour care – medical and non-medical based on development.
- Services must meet all applicable Title 17 and Title 22 regulations.
- The home must meet applicable Americans with Disabilities Acts (ADA) standards.
- Must have at a minimum Full to Queen size beds.
- Shall exceed minimum requirements for level 7 facility as defined by law.
- Direct Support Professionals (DSP) must speak the language of the people they support.
- Perspective provider must hire (in accordance with Title 17 regulations, section 59061) and retain direct care staff trained in non-violent crisis prevention/intervention.
- Applicants must identify all types of consultants they propose to utilize and must include a BCBA;
- Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current years to date financial statements that detail all current and fixed assets and current and long-term liabilities; The applicant must document available credit line and provide necessary information for verification.

APPLICANT INELIGIBILITY

The following agencies or individuals are not eligible for this development award:

1. The State of California, its officers or its employees.
2. A regional center, its employees, and their immediate family members.
3. Area Board members, their employees or their immediate family members.
4. Any HDO with a conflict of interest in either board members or employees.
5. Applicant has a history of deficiencies or is out of compliance with contracting agencies.

SELECTION PROCESS

All proposals submitted by the stated deadline will undergo an initial screening. Submissions that are late or incomplete will not be accepted for review or evaluation.

A Proposal Review Committee, appointed by SCLARC, will be responsible for reviewing, scoring, ranking, and prioritizing all eligible proposals. Each proposal will be evaluated based on the following criteria:

- Completeness and adherence to RFP instructions
- Applicant's experience and fiscal stability
- Availability and adequacy of resources
- Reasonableness of proposed costs
- Ability to identify and achieve objectives related to property acquisition and renovation

Proposals may be rejected if they:

- Do not comply with state or federal guidelines
- Fail to follow RFP instructions
- Are incomplete or missing required documentation

In addition to the merit of the proposal, applicants will be assessed based on their prior performance, including:

- Timely completion of previous projects
- History of collaboration with the regional center or other funding entities
- Consistent adherence to development timelines

The Committee's final recommendations will be submitted for approval by the Executive Director. All decisions are final and not subject to appeal.

All applicants will be formally notified of SCLARC's decision regarding their proposal.

RIGHTS AND RESERVATIONS

SCLARC reserves the right to reject any or all proposals received because of this Request of Proposal or to negotiate separately with any contractor when it is determined to be in the best interest of SCLARC. SCLARC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. SCLARC reserves the right to select any one of the finalists interviewed regardless of the Request of Proposal score.

South Central Los Angeles Regional Center reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. South Central Los Angeles Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This Request for Proposal is being offered at the discretion of SCLARC. It does not commit SCLARC to award any grant.

SCLARC's decision will be final in any manner of interpretation of the Request of Proposal.

COSTS FOR PROPOSAL SUBMISSION

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

Application Packet Guidelines

1. All Application Packets must be completed for consideration by the RFP Review Committee.
 2. Applicant must follow the checklist outline when submitting.
 3. Any application that does not adhere to the format guidelines or informational content will not proceed in the screening process.
 4. 1" margins
 5. 12 point font
 6. Faxed or emailed applications will not be accepted.
 7. 6 collated and stapled copies of the complete Application Packet will be accepted by December 15, 2025 before 5pm.
 8. We encourage you to apply early and not wait until the deadline. First come, first awarded for best qualified applicants.
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Application Packet Checklist
One (1) Application Packet per Development

1. Cover Sheet (one page maximum; **please use attached form**).
2. Multi-Questionnaire (**please use attached form**).
3. Conflict Of Interest Declaration
4. Statement Of Obligation
5. Project Description (maximum of **three (3) pages**):
 - a. Name of administrator
 - b. Name/titles of consultants and how they will be used
 - c. Description of services to be provided
 - d. Where and how the services will be provided
 - e. Unique features of the program
 - f. Description of how consumers will benefit
 - g. Timetable of objectives to be accomplished during start-up phase, which will begin **January 2027**
6. Budget Information (**one (1) page** maximum for each):
 - a. Start-up Budget
 - b. Ongoing Budget
7. Applicant(s) Information:
 - a. Resumes with detailed description of experience with target population (e.g. types/service levels of programs and position in each program).
 - b. Include resumes of applicant(s), administrator(s), consultants, names of partners, key staff members and/or consultants (if known) who will be involved in the implementation of the project.
 - c. Please **do not** attach copies of awards, certificates of training or degrees.
 - d. If applicable, provide names of all parties involved in writing all or parts of the proposal.
8. Questions:
 - a. How would you balance your future project with your current job and/or existing responsibilities? (**maximum 1 page**).
 - b. How will you ensure that you have the staff coverage and qualifications?
 - c. If selected, applicant must provide a completed program design withing **90 days** of award. The program design must meet all law and regulatory requirements and approved by DDS. Can you meet this requirement by the deadline?
 - d. List of all previous and current start-up projects or (both grant and unsolicited) with any California Regional Centers.
9. Financials:
 - a. Summary of current finances detailing all assets and liabilities that demonstrates ability to meet Community Care Licensing fiscal requirements, please use attached form.
 - b. Must provide the **past 3 years** of financial statements from a legal binding bank; documenting financial stability and assets sufficient to undertake the start-up project (an outline is provided).

***EXHIBIT 1** - RFP Ranking & Additional Information , Cover Sheet, Multi-Questionnaire, Conflict Of Interest Declaration, Statement Of Obligation, Sample Financial Statement, Guidelines for Use of Start-up Funds.

EXHIBIT 1
RFP Ranking & Additional Information
Cover Sheet
Multi-Questionnaire
Conflict Of Interest Declaration
Statement Of Obligation
Sample Financial Statement
Guidelines for Use of Start-up Funds

Ranking & Additional Information

1. The applicant submitted the RFP as instructed.
2. The applicant must meet all requirements, including experience and experience.
3. The applicant must have a sound financial status. Financial statements for the past 3 years are required. The applicant must have access to a reserve throughout the development and vendorization process. The reserve amount is approximately **\$50,000.00**.
4. All staff must be PCMA, PRO ACT or CPI trained before they are allowed to work with individuals in the facility.
5. All direct care staff must receive hands-on training in first aid and CPR from a certified instructor.
6. Direct Support Professionals must speak the language of the people they support. Bilingual staff may be necessary if an individual who doesn't speak English is placed in the facility.
7. The applicant must submit written confirmation that each of the consultants listed above has admitting privileges at a local hospital.
8. EBSH or the ARFPSHN-B facility must install and maintain an operable automatic fire sprinkler system.
9. Each client will have their own bedroom with a full or queen-size bed.
10. The facility will have video cameras in common areas to account for what transpires between individuals and staff. Applicants are required to run the cameras continuously when consumers are in the facility.
11. The facility is required to have heating, ventilation, and a central air conditioning (HVAC) system.
12. If a client cannot attend a community-based day program, the applicant must be prepared to provide structured activities during the hours the client would normally be at a community-based day program.
13. A vehicle that can accommodate the transportation needs of the individuals must be assigned to the facility. Start-up funds are **not** available to purchase or lease vehicles.
14. The direct care staff must be trained to safely escort individuals to outside services and programs and address behavioral issues that may occur in the van.
15. The applicant is required to accept any individual SCLARC identifies for placement. Must include a No Rejection policy in the Program Design.
16. The applicant must commit to modifying services and support to address any challenges encountered. Issuing a 30-day termination notice is not acceptable unless SCLARC gives approval for the termination of service.
17. All items purchased with start-up funds remain the property of DDS and will be returned to the regional center should the contractor for ongoing series terminate for any reason.
18. Provide a project budget outlining how the 25% start-up advance will be used.
19. The contracts for the project will require an agreement that the grantee will provide, at minimum, 120 months (ten years) of continuous residential care services, based upon the date of the first admission. Failure to meet this term of service will require the awardee to repay a portion of the original funding of the start-up grant:
 - a. 12 months - 90%
 - b. 24 months - 80%
 - c. 36 months - 70%
 - d. 48 months - 60%
 - e. 60 months - 50%
 - f. 72 months - 40%
 - g. 84 months - 30%
 - h. 96 months - 20%
 - i. 108 months - 10%.
20. **The applicant must be prepared to begin providing direct services to individuals by January 2027 or sooner.**



South Central Los Angeles Regional Center 2025/2026 CPP/CRDP RFP

COVER SHEET

Project Number/ Description:	
A list of all vendorizations with SCLARC and any other California regional center:	
Contact Name:	
Entity Status (Sole Proprietor, Corporation, LLC, LLP, General Partnership, Profit, non-Profit):	
Address:	
Email Address:	
Contact Number:	
Fax Number:	

By signing, you hereby certify and swear under penalty of perjury that (a) you have knowledge concerning the information you have submitted, and (b) the information submitted are true and accurate. You agree to inform the Regional Center, in writing, within 30 days of any changes or if additional information becomes available.

SIGNATURE OF PERSON AUTHORIZED TO BIND ORGANIZATION

DATE

MULTI PROGRAM VENDOR DEVELOPMENT QUESTIONNAIRE To be completed by Applicant

Note: Please complete the following questions regarding your involvement with other Regional Centers. List any projects that you (or any company or group of which you are a part) currently are operating, are developing, or are in the planning stages of developing with any Regional Center. If you should begin plans for development with any Regional Center after completing this questionnaire, you must notify each Regional Center with which you are associated. Failure to disclose information related to your association with other Regional Centers could result in withdrawal of your vendor status. (Please attach other sheets)

Name of Applicant:

Name of Organization:

Address:

Telephone:

Email:

List below all programs that you (or groups you are associated with) currently are operating and/or currently in the process of developing.

[illegible]

What grants have you received from any Regional Centers, the Department of Developmental Services, HUD, etc. in the last five years (such as Program Development Funds, Community Placement Program, etc.)?

Please describe any other employment or business commitments you may have.

I hereby certify that the above information accurately represents all of my business interests in the State of California, and I give Regional Center staff authorization to contact any of the above Regional Centers for reference information.

Signature

Print Name

Date: _____

CONFLICT OF INTEREST DECLARATION

Current applicants for vendorization are required to report any conflict or potential conflict of interest to the regional center. Pursuant to Title 17, Section 54522, a conflict of interest exists when a regional center employee or the family member of an employee, holds a position as owner, manager or employee in any business entity vendored by a California Regional Center or Department of Developmental Services.

This regulation is in place to ensure that the actions and interests of regional center employees do not have a material financial effect on:

- Any vendored program/service in which the employee or the family member of an employee has a direct or indirect investment.
- Any real property or possession of the vendor in which the employee has a direct or indirect interest.
- Any income received by or promised to the regional center employee as a part of the vendorization process or ongoing service provider operations.

It is the vendored service provider's responsibility to remain in compliance with the Welfare and Institutions Code by reporting a conflict of interest. It is the regional center employee's responsibility to eliminate the conflict of interest or obtain a waiver pursuant to the regulations.

Conflict Of Interest Certification

Applicant's Initials

I certify that I am not a current Regional Center or State of California employee.

I certify that I am not the relative (spouse, parent, sibling, or child) of a current Regional Center employee.

I am a relative of a current Regional Center employee.

The name of the employee is _____.

His/her telephone number is _____.

The email address is _____.

***SCLARC will contact the individual in accordance with the waiver requirement**

**Please read this section
carefully**

I certify that I will refrain from providing gifts of any kind to South Central Los Angeles Regional Center (SCLARC) employees that exceed \$25.00 per person annually. I understand that gift giving that exceeds \$25.00 is not in compliance with Title 17 and SCLARC's Conflict of Interest policy.

I certify that I will immediately report any future conflict or potential conflict of interest to South Central Los Angeles Regional Center.

Print Name: _____

Signature: _____

Date: _____

STATEMENT OF OBLIGATION

(Please attach additional pages if needed)

	YES	NO
1. THE APPLICANT IS PRESENTLY PROVIDING SERVICES TO INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES:		
2. THE APPLICANT IS PRESENTLY PROVIDING SERVICES TO INDIVIDUALS OTHER THAN THOSE WITH DEVELOPMENTAL DISABILITIES IN RESIDENTIAL SETTINGS OR OTHER RELATED SERVICES. IF YES , INDICATE NAME, LOCATION, TYPE & SERVICE(S)		
3. IS THE APPLICANT CURRENTLY RECEIVING GRANT/FUNDS FROM ANY SOURCE TO DEVELOP SERVICES FOR INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES? IF YES , INDICATE FUNDING SOURCE AND SCOPE OF GRANT PROJECT.		
4. IS THE APPLICANT CURRENTLY APPLYING FOR GRANT/FUNDS FROM ANY SOURCE TO DEVELOP SERVICES FOR FISCAL YEAR 2025/2026 ? IF YES , INDICATE FUNDING SOURCE AND SCOPE OF GRANT PROJECT.		
5. THE APPLICANT IS PLANNING TO EXPAND EXISTING SERVICES (THROUGH A LETTER OF INTENT AND WITH OR WITHOUT GRANT FUNDS) FROM A SOURCE OTHER THAN SOUTH CENTRAL REGIONAL CENTER DURING FISCAL YEAR 2025/2026: IF YES , PLEASE PROVIDE DETAILS		
6. DESCRIBE OTHER PROFESSIONAL/BUSINESS OBLIGATIONS. INCLUDE NAME, LOCATION, TYPE AND CAPACITY OF SERVICE/OBLIGATION. DO NOT INCLUDE SERVICES YOU EXPECT TO PROVIDE THROUGH THIS GRANT. (PLEASE USE SEPARATE SHEET OF PAPER)		
7. HAS THE APPLICANT OR ANY MEMBER OF THE APPLICANT'S ORGANIZATION RECEIVED A CORRECTIVE ACTION PLAN FROM A REGIONAL CENTER OR CITATION FROM STATE LICENSING AGENCY WITHIN THE LAST 2 YEARS? IF YES , EXPLAIN IN DETAIL.		
8. HAS THE APPLICANT OR MEMBER OF THE APPLICANT'S ORGANIZATION OR STAFF EVER RECEIVED A CITATION FROM ANY AGENCY FOR ABUSE? IF YES , EXPLAIN IN DETAIL.		
9. THE APPLICANT UNDERSTANDS THAT ALL REFERRALS FOR THIS PROJECT WILL BE INDIVIDUALS THAT HAVE BEEN PREVIOUSLY IDENTIFIED BY SCLARC AS READY TO TRANSITION TO THE COMMUNITY FROM IDENTIFIED SETTINGS.		

Signature of Applicant or Authorized Representative

Date

SAMPLE FINANCIAL STATEMENT

(Reference purposes only - verified financial statement required)

- 1) Verifiable bank statements
 - a. Copies of bank statements must be attached (most current 3 months).
- 2) **ONE** OF THE FOLLOWING
 - a. Most current audited financial statement that expresses an unqualified opinion; OR
 - b. Compiled financial statements prepared by a Certified Public Accountant that adhere to Generally Accepted Accounting Principles.
- 3) Assets, Liabilities, Income and Lines of Credit (can be in this format):
 - a. Current Assets (to include):
 - ☐ Cash in Banks
 - ☐ Accounts Receivable
 - ☐ Notes Receivable
 - ☐ Equipment/Vehicles
 - ☐ Inventories
 - ☐ Deposits/Prepaid Expenses
 - ☐ Life Insurance (Cash Value)
 - ☐ Investments Securities (Stocks and Bonds)
 - b. Fixed Assets (to include):
 - ☐ Building and/or Structure
 - ☐ 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 Revenue from other sources (Specify):
 - f. Line of Credit Amount Available:

**South Central Los Angeles Regional Center
For Persons with Developmental Disabilities, Inc.**

Guidelines for Use of Start-up Funds

Payment provisions for start-up contracts are on a cost-reimbursement or a fixed unit rate basis. The ceiling is specified as the maximum dollar amount payable by SCLARC and is identified in the Agreement. The start-up contract sets forth the type of facility, or program to be developed and may indicate provisions or limitations on reimbursable items specific to the type of service. The start-up contract takes precedence over both written reimbursement guidelines and any verbal agreement.

SCLARC's ***Guidelines for Use of Start-Up Funds*** is attached to every published Request for Proposals (RFP) and is included as an Exhibit in every start-up contract. The Contractor's signature on the contract exhibit serves as verification that the document was reviewed and indicates agreement to abide by the guidelines unless other stated in the Agreement.

Guidelines for Use of Start-Up Funds

I. General Requirements

- A. Reimbursement on start-up funds contracts commence by submitting a signed Progress Report and Request for Reimbursement, along with verification of paid expenditures to the resource developer assigned to the project. Verification of expenditures is copies of receipts indicating payment in full by cash, check, cashier check or credit card purchase. Copies of cancelled check will also be required. Lay-a- way items may only be reimbursed for the amount of the deposit or payments made. In the case of personnel costs, a copy of the payroll record or check for salary paid must be submitted. Written estimates are not acceptable and invoices may only be submitted as an itemized list of the items purchased or contract work completed. Invoices may not be used as payment verification, even when stamped "paid". For lease or rent payments, copies of the signed lease/rental agreement will also be required. SCLARC requires an original signature (no copies or faxes) on the Progress Report and Request for Reimbursement.
- B. Milestone contracts are periodically used to developed specific projects and services. The contract specifies the tasks to be completed for each milestone. Requests for payment may be made after each milestone is completed using the Progress Report and Request for Reimbursement. Payment is made after the form and verification of each milestone is received.

II. Personnel Services

- A. A maximum of four (4) months of identified and reasonable direct personnel and overhead costs, including employee fringe benefits, may be reimbursed. Where salaries and wages are a reimbursable item, the following information must be included:
 - Monthly, weekly, or hourly rate, as appropriate
 - Personnel classification
 - Number of hours worked
 - Period worked (example: October 1 - 15, 2003)
 - If the employee has other duties with the organization, a percentage of personnel time to be charged to the contract must be specified.

III. Administrative Overhead

- A. Administrative overhead is an allowable cost **only** if there is a parent/corporate organizational staff involved with the project that will be expending staff time and resources not covered elsewhere in the project budget.

- B. If administrative overhead is claimed, it shall not exceed ten percent (10%) of the total start-up fund amount.

IV. Cash Advance

- A. A one-time advance payment is allowed. This amount must not exceed twenty-five (25) percent of the total amount of the start-up award. The advance must be addressed in the contract. The advance will not be released until the program design is submitted and approved by the Center. Reimbursement for other expenditures will not be made until receipts accounting for expenditures made with the advance are submitted to the regional center. All other reimbursement will be paid in arrears.

V. Consultants

- A. Pre-approval is required for the use of consultants. Proposals submitted and accepted must state the rate of compensation to be paid to consultants. The rate must be an hourly rate with a ceiling on the total amount. Consultants must be qualified to perform stated service and services must be applicable to the development of the project.
- B. Consultants' rates must conform to either:
- Schedule of Maximum Allowances (Medi-Cal rate) for positions covered by that schedule; or
 - Comparable State Civil Service positions; or
 - The going (usual and customary) rate for similar work outside state service.
- C. If the going (usual and customary) rate is applicable, the amounts to be paid consultants depends upon the complexity and difficulty of the projects, the ongoing rate for similar work, and the qualifications and reputation of the individual(s) or firm being awarded the contract.

VI. Real Property

- A. Payments are not permitted for purchase or for construction, renovation, alteration, improvement, or repair of privately-owned property, which would enhance the value to such property to the benefit of the owner. Start-up funds cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.
- B. Start-up fund monies may be used to modify residential and day program facilities to meet fire and life safety requirements of the fire marshal and/or the local licensing agency. SCLARC'S pre-approval is required. Licensed contractors must be used for physical plant enhancements. Proposals requesting facility modifications must include three bids to be considered for reimbursement. If a site requires extensive modification, another location should be considered. The following are examples of fire and life safety modifications:
- Wheelchair ramps;
 - Handrails;
 - Bedroom exit doors;
 - Bathroom fixtures designed for non-ambulatory individuals;
 - Widening of hallways and doors; Installing fireproof doors;
 - Fire alarms;
 - Fire sprinkler systems;
 - Exit alarms or delayed egress devices; and
 - Fencing around swimming pools.
- C. A maximum of four month's rent or lease payments for a facility site is a reimbursable expense. The rent should not exceed the rental rates for an equivalent site/facility in the area where the program will be situated. A signed copy of the lease or rental agreement

must be submitted with the request for reimbursement. Security or cleaning deposits are not a reimbursable item.

VII. Equipment

- A. Examples of equipment, which may or may not be purchased, purchased only with prior written approval from regional center, or leased, include:

ITEM	PURCHASE MAY BE ACCEPTABLE	3 MONTH LEASE	COMMENTS EXCEPTIONS
Motor vehicles	NO	YES	May be leased for 3 months during development of project
Computers	NO	YES	May be purchased only if part of a training program for individuals with an approved proposal and program design.
Camcorders, cameras, fax machines, slide projectors, copy machines	NO	YES	May be purchased only if part of a training program for individuals with an approved proposal and program design.
Wall-to-wall carpeting	NO	N/A	
Area rugs	YES	N/A	
Shipping of furniture or truck rental	NO	N/A	
*Furniture, household appliances, linens, household supplies	*YES	YES	*Furniture needs to be new, sturdy, well built, and appropriate for residential facility or day program.
*Recreational equipment (games, TV, VCR, exercise equipment, mats)	* YES	N/A	*If for use in the facility/program and if appropriate for the type of service and individuals served.
Warranties on appliances	NO	N/A	

- B. All approved equipment of any kind purchased from funds reimbursed under the terms of the start-up contract is the property of the regional center. For the purpose of start-up contracts, major equipment is considered any item purchased with start-up funds which has a unit acquisition cost of at least \$5000 or a normal useful life of at least three years. The Contractor must submit to the regional center a detailed inventory, including serial numbers, of any equipment that meets the above criteria. This inventory (items acquired under start-up fund contracts) is due within 30 days of the end of the project's completion. The final reimbursement will not be distributed until the regional center is in receipt of the inventory.

- C. As a general rule, it can be assumed that equipment with a value under \$5000 will be amortized and no longer be regional center property after three years. For purposes of the start-up funds contract, equipment/item costs must be considered the sum of the costs. For example, a “bed” would include the mattress, box springs and frame.
- D. Written pre-approval from the regional center is required for reimbursement of any article, supplies, or equipment exceeding \$1,000 in cost (per unit). A justification, including the reasonableness of the cost, should be submitted prior to purchasing any such article.
- E. Equipment that is approved for lease may not be leased with an option to purchase. The Contractor shall provide the regional center with copies of signed leases for any equipment using start-up funds.
- F. All furniture, mattress sets, and appliances purchased with start-up funds must be new, sturdy and well built. Written pre-approval from the regional center shall be obtained before purchasing previously-owned furniture. Household supplies such as linens must be high quality. Comforters and bedspreads must cover the entire bed and coordinate with the room decor (e.g., no partial or non-matching sets).

VIII. Other

For questions concerning specific items appropriate for purchase with start-up funds, the regional center resource developer should be contacted.