

# Request for Proposals (RFP)

## *Adult Level 2 Residential Facilities*

### I. SUMMARY

Alta California Regional Center (ACRC), serving individuals with developmental disabilities, has identified a need for licensed adult residential facilities within the ACRC catchment area; with specific need in Sacramento, Placer, Yolo, El Dorado, Sutter and Yuba counties.

ACRC is looking to coordinate with interested parties in developing level 2 adult residential facilities, serving individuals with minimal care and supervision needs. This development would allow for individuals to reside in the least restrictive environment within their community and with an appropriate peer group.

ACRC appreciates your interest in developing residential living options for individuals with developmental disabilities. Please review this request in its entirety and follow all guidelines presented in this document. Failure to submit the appropriate documentation may unnecessarily delay or halt project development.

Please note there is **no start up funds attached to this RFP**. ACRC is looking to partner with its community to develop standard level 2 adult residential facilities.

### II. ADDITIONAL INFORMATION

Prior to submitting a proposal, please review the following information, as regulatory understanding will be imperative to project completion.

1. Department of Developmental services [www.dds.ca.gov](http://www.dds.ca.gov)
  - a. California Code of Regulations, Title 17
  - b. Residential Services and Quality Assurance Regulations (Sections 56001 to 56067)
  - c. Ineligibility for Vendorization Section 54314
  - d. Special Incident Reporting 54327
2. California Code of Regulations, Title 22 via [www.cclld.ca.gov](http://www.cclld.ca.gov)
  - a. General Regulations, Division 6, Chpt 1, Art1-6
  - b. Adult Residential Facilities, Division 6, Chpt 6
3. Lanterman Developmental Disabilities Act via [www.dds.ca.gov](http://www.dds.ca.gov)
4. Alta California Regional Center via [www.altaregional.org](http://www.altaregional.org)
5. Business Plan Development
  - a. [www.sba.gov](http://www.sba.gov)
  - b. [www.score.org](http://www.score.org)

### III. FACILITY REQUIREMENTS

The standard for residential facilities is to provide quality care to all consumers residing in the home. It is to be a home-like environment that focuses on the needs and interests of the individual consumer. The residential facility is to provide the least restrictive environment that promotes independence while assuring the consumers' health and safety. Consideration will only be given to **single story homes** with a maximum licensed and regional center vendored **capacity for 4 residents**. Each consumer shall have **his or her own bedroom. One non-ambulatory bed is required**; wheelchair accessible preferred. ACRC will offer vendorization to those facilities willing to contract for exclusive services to regional center consumers.

### IV. CONSUMER PROFILE/TARGETED POPULATION

Any applicant responding to this RFP must be willing to review, accept and retain consumers with the following service care needs:

The consumer's diagnosis can include any of ACRC's qualifying diagnosis of Intellectual Disability, cerebral palsy, Autism, epilepsy and any condition requiring services and supports similar to an individual with Intellectual Disability. **In addition, these consumers will have minimal care and supervision needs with mild to no behaviors. Facility will be expected to provide incidental training in independent living skills including but not limited to: activities of daily living, community integration, household chores and maintenance, food preparation, money management, etc.**

Consumer profiles identified for these homes will be assessed by their individual planning teams as needing services and supports consistent with a Level 2 level of care under the Alternative Residential Model (ARM).

### V. RATE OF REIMBURSEMENT

The rate of reimbursement for on-going services to adults based on this RFP will be based upon established rates for Level 2 facilities. Please refer to the Department of Developmental Services website for information on rate setting procedures. It is expected that providers shall have the ability to provide services at the level of care purchased without purchasing any additional support services.

### VI. APPLICANT ELIGIBILITY

Proposals may be submitted by an individual, a group of individuals, or an agency. The applicant must have relevant experience. Experience includes providing care and supervision in a residential setting for persons with developmental disabilities, and knowledge and understanding of the issues relating to the needs of the home you are applying for. Applicant must provide verifying documentation to demonstrate the following experience:

1. Minimum of 6 (six) months part-time, paid experience in a level 2 or higher care home.

2. Part time, paid experience is determined as 20 hours per week in a non volunteer position.
  - **Title 17 Section 56002 (1) (12) (14) (15) (17) (48) defines experience** as providing specialized training, treatment, direct care and supervision in a vendored residential care facility for persons with developmental disabilities.
3. Facility administrator **must** be facility licensee, on the facility license or member of the corporate board and act as facility administrator for the first 12 months of operation post vendorization.

Any exceptions to these requirements will be at the sole discretion of Alta California Regional Center (Title 17, Section 56037).

## **VII. LETTER OF INTENT REQUIREMENTS**

The first step of the process is to submit a Letter of Intent for review by a Community Services Specialist. The letter is to contain the following information:

1. **Statement of Purpose**
  - a. Please describe your purpose/intention in operating a facility.
  - b. Please discuss your understanding and commitment to person centered planning, least restrictive environment and community integration.
2. **Experience and background**
  - a. Please provide information about current and previous experience and knowledge in residential services and the field of developmental disabilities.
  - b. Describe how this knowledge and experience is a benefit to development of this project.
3. **Philosophy**
  - a. Describe your philosophy regarding services to persons with developmental disabilities.
4. **Population to be served**
  - a. Please provide a description of the consumers to be served. Please keep in mind the consumer profile described in section IV in this document. Please provide information such as diagnoses, age range, gender, etc.
5. **Services to be provided**
  - a. Please provide a brief, general description of the services to be provided by the facility.
  - b. Please provide geographical location of the proposed facility site within ACRC's catchment area.

## **VII. SUPPLEMENTAL INFORMATION**

In addition to the Letter of Intent, the following is required to be submitted simultaneously:

1. **Verification of experience**
  - a. Resume of the identified facility administrator
  - b. Proof of prerequisite experience (pay stubs, W-2 Forms)

- c. A written statement from supervisor at the residential care facility including verification of experience with persons with developmental disabilities to include dates of employment, job duties, service level of the care home and a brief description of the client population served by the home.

**2. Written Business Plan**

- a. Please refer to the resources provided in section I of this RFP.
- b. Please include a cost statement. It is requested you utilize the LIC 403 form accessible through Community Care Licensing website identified in section I.

**VII. ADDITIONAL PROVISIONS**

Please review the following instructions when submitting for this RFP:

- a. Please submit the letter of intent **typed**, with a standard font
- b. Please submit the letter of intent in its entirety at one time
- c. Please paginate your entire letter of intent
- d. Please **do not** submit letter of intent in a binder, plastic page covers or any other bound or encased format.
- e. Please mail or hand deliver letter of intent to:

Community Services  
Attention: Betty Rider  
Alta California Regional Center  
2241 Harvard Street, Suite 100  
Sacramento, CA 95815