

REQUEST FOR PROPOSAL

DATE: September 12, 2016

TO: All Interested Parties

FROM: Far Northern Regional Center (FNRC) Community Service Division

RE: Housing Services-Property Acquisition.

Development of two (2) Adult Residential Facility for Persons with Severe Health Care Needs

Awarded to California Housing Foundation on 10/21/16

The Far Northern Regional Center (FNRC) is a private nonprofit organization under contract with the California Department of Developmental Services (DDS). FNRC is part of a statewide network of 21 Regional Centers responsible for the coordination and development of service to meet the needs of people with developmental disabilities in Shasta, Butte, Tehama, Siskiyou, Modoc, Trinity, Glenn, Lassen and Plumas Counties.

This development is for two (2) Adult Residential Facility for Person with Severe Health Care Needs (ARFPSHN), which provides 24 hour medical/nursing care and intensive supports in a home like setting pursuant to Welfare and Institution Code 4684.50. The facilities will be licensed as ARFPSHNs, therefore the properties must meet the standards for licensing by the Department of Social Services, State of California, Community care Licensing Division. These developments would allow for individuals to reside in the least restrictive environment that promotes independence and provides a safe, predicable, nurturing environment while assuring the consumer's health and safety. FNRC has identified a need for these developments to care for individuals who require intensive medical supports in a community residential setting.

FNRC is seeking a Non-Profit Housing Organization (NPO) to acquire/build two (2) family homes to care for individuals with intensive medical support needs. The homes will be leased to a selected service provider and operate as ARFPSHNs. The service delivery provider will be selected through a separate Request for Proposal (RFP) process. The NPO will perform landlord duties and will have property management and maintenance responsibilities. The NPO will need to work closely with the service provider and FNRC to meet the requirement of Community Care Licensing in the development of this facility. **Please review Welfare & Institution Code 4684.5-4684.75 prior to submitting your proposal and address your understanding of the requirements for this development.**

Each ARFPSHN development would need to support five (5) individuals, in private bedrooms, with intensive medical care needs. The facilities would serve consumers who are transitioning from State Developmental Centers or at risk of entering into a secure treatment center from their current living arrangement. Individuals identified to be served by these home may have the following medical conditions: insulin dependent, gastrostomy, tracheostomy, ileostomy, renal

dialysis, staphylococcus infection, medication regimes, usage of catheter, fecal impaction or suppositories, wound care, suctioning, need for oxygen, ventilator or respirator and other potential intensive medical conditions requiring ongoing nursing and/or medical care. Individuals may have other special health conditions not specified. Individuals served will most likely have profound or severely cognitive impairments and requires total dependent care.

The ARFPSHN housing developments will require environmental modifications specific to the needs of the individuals to be served. Modifications may include widening hallways and doorways, installation of mechanical lifts, enlarging bathrooms, and other modified features to reduce health and safety risks for individuals who are medically fragile. The NPO will work closely with FNRC on the locations and development/modifications of each home. Locations should be considered understanding that individuals with complex medical conditions may require more physical space or close proximity to available medical services. Regional Center approval will be required before each site is to be secured. The facilities will be required to have a sprinkler system. The NPO will perform landlord duties and will have property management responsibilities. The NPO will need to work closely with the selected service provider and regional center to meet the requirements of Community Care Licensing and in development of the facilities. The NPO will provide assistance and support to the Regional Center in meeting the DDS Housing Guideline reporting requirement for this development.

Prospective general property features should include:

- Private bedrooms
- Widening of hallways and doors
- Home fixtures to support individuals who have complex medical care needs.
- Windows to either be tempered proof or provided with protective coating
- Accessible showering system
- Generators, including power backup systems
- Built in track system
- A place for medication administration, meetings, staff documentation, etc.
- Flooring throughout the house should be easily cleanable
- ADA compliant
- Ample parking, including cover from weather elements
- Quite neighbor with low street traffic
- Close proximity to regional center day services
- Nearby medical facilities

Applicant will be responsible for the long term management and maintenance of the properties. To ensure that these developments are available for use by individuals served by Far Northern Regional Center, real estate deeds restrictions or restrictive covenants are required for the property purchased/developed with these funds by the NPO. The deed restrictions or restrictive covenants must place specific limitation on the use of the property and guidelines set by State of California, Department of Developmental Services. The acquisition of properties will be developed in accordance with the Fiscal year 2016-17 housing guidelines (See Attachments) issued by the State of California, Department of Developmental Services.

The Non Profit Organization primary mission is to develop and manage accessible homes for the needs of individuals with developmental disabilities. For the purpose of this project, the applicant must be a registered NPO. Only applicants who have acquired, constructed, or renovated property for the use of special needs population for a minimum of two years, or have team members with at least 4 years of relevant experience, will be considered. Proposals will be considered from affordable housing providers who retain development team member with documented experience in real estate purchase, financing and renovation.

Non Profit Organizations must submit resumes of the development team, previous projects, and a narrative of proposed property ownership including acquisition, renovation, and maintenance. Information on plans for acquiring permanent financing, NPO Organization and financial document, an implementation and financing plan, and a sample reporting format must also be included.

The selected applicant will be required to provide a performance bond for all money advanced. Start up funding is available through FNRC's Community Placement Plan (CPP) funding. CPP provides services and resources to assist with moving individuals who reside at State Development Centers into the community, as well as assist individuals who are at risk of having to move into living settings outside of his or her home. Start up funding for each ARFPHSN development is at up to \$500,000.00 (Acquisition amount at \$200,000 and Rehabilitation amount at \$300,000). As this request is for two ARFPHSN home developments, total grant will be at \$1,000,000.

All interested parties are required to submit a proposal to FNRC. Proposals should include:

- a) A letter listing the applicant's name, address, phone number.
- b) Copy of a recent Certificate of Status of Good Standing with the California Secretary of State for the NPO.
- c) Copy of the current Articles of Incorporation of the NPO
- d) List of current officers and board members
- e) Copy of last 3 years of financial statements of the NPO and a copy of the most recent financial audit
- f) List of NPO projects developed
- g) Description of the applicant's education, experience related to the field of developmental disabilities.
- h) Service model proposal to meet the healthcare needs of Regional Center consumers.
- i) Budget proposal for the development of this program. Estimate should be cost in pre-development, acquisition cost to include the leveraged funds, source of leveraged funds, development cost, etc. As this is for two ARFPHSN developments, please submit two budgets proposals. Each budget should be at \$500,000.
- j) Provide a projected time line which shows a realistic progression through the project to completion
- k) Any additional information that the applicant deems relevant to issues of equity and diversity.

Please submit proposals to:

Kao Saechao
Far Northern Regional Center
Community Service Division
P.O.BOX 492418
Redding, CA 96049-2418
(530) 221-9546
Email: ksaechao@farnorthernrc.org

Application deadline: September 28, 2016

Applicants who meet the proposal criteria will be contacted and may be invited to participate in an interview process. Please contact Kao Saechao should you have any question(s) regarding this proposal.