

REQUEST FOR PROPOSAL

DATE: February 6, 2018

TO: All Interested Parties

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

RE: Housing Services-Property Acquisition and Rehabilitation of single family home
Development of Community Crisis Home

AWARDED TO BRILLIANT CORNERS ON 3/22/18

The Far Northern Regional Center (FNRC) is a private nonprofit organization under contract with the California Department of Developmental Services (DDS) to provide services and supports to persons with developmental disabilities. 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.

Following Community Placement Plan (CPP) fiscal year 2017-18, FNRC will use CPP funds to acquire and develop a single family home. The home will be owned by housing corporation, for the use of supporting FNRC clients at risk of moving into a more restrictive environment or transitioning out of state developmental centers. The home will be utilized for crisis stabilization and licensed as an Community Crisis Home or Enhanced Behavioral Support Home (EBSH), therefore the property must meet the standards for licensing by the Department of Social Services, State of California, Community care Licensing Division. This development 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 behavioral support in a community residential setting.

FNRC is seeking a Housing Developmental Organization (HDO) to acquire/build a single family home to care for individuals with medical/behavioral support needs. The home will be leased to a selected service provider and operate as Community Crisis Home. The service delivery provider will be selected through a separate Request for Proposal (RFP) process. The HDO will perform landlord duties and will have property management and maintenance responsibilities. The HDO 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 59000 thru 59072 prior to submitting your proposal and address your understanding of the requirements for this development. Attach to this RFP, is the Fiscal Year 2017-18 CPP Housing Guidelines that the HDO will need to follow.**

The development would need to support four (4) individuals, in private bedrooms, with intensive behavioral support 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.

The housing development may require environmental modifications specific to regulations or the need of the residents to reduce health and safety risks for individuals. The HDO will work closely with FNRC on the locations and development/modifications of each home. Location should be considered understanding that individuals with need to attend day/work programs. Regional Center approval will be required before each site is to be secured. The HDO will perform landlord duties and will have property management responsibilities. The HDO 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 HDO 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, harden of exterior/internal walls.
- Fire sprinklers
- Delayed egress devices
- Home fixtures to support individuals who have complex behavioral support needs.
- Windows to either be tempered proof or provided with protective coating
- 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
- Fenced back yard
- Quite neighbor with low street traffic
- Close proximity to regional center day services
- Nearby medical facilities

Development Timeline: The home should be acquired within 6 months of the start up contract between FNRC and the HDO. The home should be rehabilitated and ready to be licensed by December 2018 or sooner.

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 HDO. 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 2017-18 housing guidelines issued by the State of California, Department of Developmental Services.

The HDO 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 HDO. 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.

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, HDO 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. Start up funding for this development is at up to \$800,000.00 (Acquisition and Rehabilitation).

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 HDO.
- c) Copy of the current Articles of Incorporation of the HDO
- d) List of current officers and board members
- e) Copy of last 3 years of financial statements of the HDO and a copy of the most recent financial audit.
- f) List of HDO 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.
- 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: February 20, 2018 by 5pm.

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.