

# **Unfunded Request for Proposal (RFP)**

## **Family Home Agency Development**

**Date:** March 21, 2022

**To:** All Interested Parties

**From:** Far Northern Regional Center (FNRC) Community Service Division

**Re:** Family Home Agency (FHA) to Serve Counties within FNRC's Catchment Area

Far Northern Regional Center (FNRC) is a private non-profit 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 services to meet the needs of people with developmental disabilities in Shasta, Butte, Tehama, Siskiyou, Modoc, Trinity, Glenn, Lassen and Plumas Counties.

FNRC is requesting proposals from individuals interested in developing a Family Home Agency (FHA) for adults. Please note that no Start-Up Funds are associated with this project. As defined in Title 17, CCR, Section 56076 an FHA is a private, not-for-profit agency that is vendored to recruit, approve, train and monitor family home providers; provide services and supports to family home providers; and assist clients in moving into or relocating from family homes. These family homes offer opportunities for adult individuals who receives FNRC services to reside in a family home environment where they will receive respect, support and involvement in the normal routines of family life as well as in their community.

**In accordance with Title 17, CCR, Section 56086 FHA will be responsible for:**

- Administration of the FHA;
- Recruitment of family homes;
- Training of FHA staff and family homes;
- Ensuring matches made are appropriate between the needs and preferences of the client and the family home;
- Monitoring of the family homes;
- Provision of services and supports to clients and the family homes which are consistent with the client's preferences and needs, and his or her Individual Program Plan.
- Coordinate with FNRC and members of the client's family and/or the authorized representative, if applicable, as necessary to ensure the client's satisfaction and stability of the family home.

**At a minimum, applicants must:**

- Demonstrate sufficient experience and knowledge in working with or providing services to individuals with intellectual and developmental disabilities;
- Demonstrate experience and knowledge in developing and operating similar projects;
- Have a valid California's driver's license and no criminal convictions;

- Be in good standing with FNRC and with any other regional center the applicant is currently working with;
- Must have sufficient funding to develop this project and to cover on-going operating costs associated with the provision of level of services and supports required that of an FHA;
- Must develop and submit a program design with details as specified in Title 17, CCR, Section 56084.

**Ineligible Applicants:** Please refer to Title 17, CCR, Section 54314 for a list of ineligible applicants.

**Letter of Proposal Must Include:**

1. A cover page listing the applicant's name, address, phone number. If the applicant is not the proposed administrator include the name, address and telephone number of the prospective FHA administrator as well as the signature of the prospective FHA administrator and the date on which the application was signed. Please include resume.
2. A description of the applicant's education, experience related to the field of developmental disabilities and similar projects, and ability to complete the project.
3. Description of the applicant's purpose/intention in operating the proposed service to be delivered, including meeting requirements for Home and Community-Based Services.
4. A statement of applicant's goals and expected outcomes in providing FHA services.
5. A description of how applicant will assess the level of support required to meet lifestyle preferences of the people served.
6. A statement of how applicant will plan for staff and family home provider stability and training.
7. A statement with evidence of ability to work interactively and cooperatively with FNRC and the diverse population of families within FNRC's catchment area.
8. A Program Design as specified in Title 17, CCR, Section 56084.
9. A completed Estimated Cost Worksheet (complete Attachment A enclosed)
10. A completed Financial Statement ( complete Attachment B enclosed)

FNRC request that applicants review California Code of Regulations, Title 17 Public Health-Division 2, Chapter 3, Subchapter 4.1: Family Home Agency (FHA) Regulations prior to submitting your completed Proposal to fully understand the requirements of an FHA.

**Proposal Submission and Review Process:**

Please submit a hard copy proposal, the original plus five (5) copies to Far Northern Regional Center. The completed proposal may also be submitted via email. All proposals received by the deadline will be reviewed and scored by evaluators selected by FNRC. Applicants who meet the proposed criteria may be invited to participate in an interview process. Please submit proposals to:

Fuey Saechin  
 Community Services Division  
 Far Northern Regional Center  
 P.O. Box 492418  
 Redding, CA 96049-248  
 (530) 221-9520  
 Email: [fsaechin@farnorthernrc.org](mailto:fsaechin@farnorthernrc.org)

**Deadline for submission of proposal: April 29, 2022 by 4 p.m.**

**Rights and Reservations:**

FNRC reserves the right to withdraw this RFP at any time without prior notice. Furthermore, FNRC makes no representation that any agreement will be awarded to any applicant responding to this RFP. FNRC reserves the right to reject the proposal of any respondent who, in the opinion of FNRC, is not responsible or has previously failed to perform properly, or is not in a position to operate within the program design. FNRC may require revision of an application prior to, and as a condition of, further consideration by the regional center.