



**Announcement of Request for Proposal (RFP):
Housing Access Service
Fiscal Year 2023-2024**

Project Summary

The Westside Regional Center (WRC) is soliciting proposals for the following service:

Service Type: Housing Access Service (WRC 2324-4)

Posting Date: March 4th, 2024.

Start-up Funds Available: up to \$50,000.00. Start-up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, location furnishings and supplies, personnel recruitment and training expenses, general equipment, office set-up in WRC's catchment area and other costs as described per contract. Start-up funds are not intended to cover 100% of the development costs.

Location: Westside Regional Center catchment area.

Development Timeline: Services to be made available upon completion of the vendorization process.

Service Description

Westside Regional Center (WRC) has identified a need to secure affordable housing and to provide other housing related services to adult clients seeking to live and/or remain independent. WRC is soliciting proposals for the following Community Placement Plan (CPP) And Community Resource Development Plan (CRDP) contracted service for Housing Access Services. Ongoing funding will be provided using service code 089.

CRDP/CPP Orientation

March 15, 2024, 10:00 AM Pacific Time (US and Canada)

You are required to register to receive the Zoom link.

Please register with the link below:

<https://westsiderc-org.zoom.us/meeting/register/tZAlf-yrrj8rGNFjOezhoaD4WizvzhcYwwpD>

A) Individual Housing Transition Services - These services provide direct support and assistance with activities and processes associated with an individual's preparation for, and transition to, housing. These services include:

- Conducting a tenant screening and housing assessment that identifies the participant's preferences and barriers related to successful tenancy. The assessment includes collecting information on potential housing transition barriers, and identification of housing retention barriers.
- Developing an individualized housing support plan based upon the housing assessment that addresses identified barriers, includes short and long-term measurable goals for each issue, establishes the participant's approach to meeting the goal, and identifies when other providers or services, both reimbursed and not reimbursed by Medicaid, may be required to meet the goal.
- Assisting the individual with the housing application process and the housing search process.
- Assisting the individual with identifying resources to cover set-up fees for utilities or service access, including telephone, electricity, heating and water, and services necessary for the individual's health and safety, consisting of pest eradication and one-time cleaning prior to occupancy.
- Assisting the individual with coordinating resources to identify and address conditions in the living environment prior to move-in that may compromise the safety of the consumer.
- Assisting the individual with details of the move including communicating with the landlord to negotiate a move-in date, reading, and understanding the terms of the lease, scheduling set-up of utilities and services, and arranging the move of consumers' belongings.
- Developing a housing support crisis plan that includes prevention and early intervention services when housing is jeopardized.

B) Individual Housing & Tenancy Sustaining Services - This service is made available to support individuals to maintain tenancy once housing is secured. The availability of ongoing housing-related services in addition to other long-term services and supports promotes housing success, fosters community integration and inclusion, and develops natural support networks. These tenancy support services include:

- Providing the individual with early identification and intervention for behaviors that may jeopardize housing, such as late rental payment and other lease violations. 2.
- Providing the individual with education and training on the roles, rights and responsibilities of the tenant and landlord.
- Coaching the individual on developing and maintaining key relationships with landlords/property managers with a goal of fostering successful tenancy.

- Assisting the individual in resolving disputes with landlords and/or neighbors to reduce risk of eviction or other adverse action.
- Providing the individual with advocacy and linkage with community resources to prevent eviction when housing is, or may potentially become, jeopardized.
- Assisting the individual with the housing recertification process.
- Coordinating with the tenant to review, update and modify their housing support and crisis plan on a regular basis to reflect current needs and address existing or recurring housing retention barriers.
- Providing the individual with continuous training in being a good tenant and lease compliance, including ongoing support with activities related to household management.

Housing Access Services shall not replace or duplicate any regional center service coordination, generic service, or other regional center service that the individual and family are receiving.

Potential providers must have prior demonstrable experience.

Deadline for Submission: Proposals must be received at Westside Regional Center by **4 pm on April 1st, 2024**. This RFP does not commit WRC to procure or contract for services or support. WRC may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received.

Qualified Applicants:

- Must be a current vendor or willing to be vendored with WRC to Housing Access Services, service code 089.
- Comply with WRC vendorization requirements.
- Have a business office located within the WRC catchment area.
- Must demonstrate a strong understanding and demonstrate the ability to secure housing for individuals with developmental disabilities, especially those with limited incomes.
- Must have experience assisting individuals with maintaining placement and avoid eviction.
- Will be required to meet all Title 17 requirements as applicable to this service model as prescribed by DDS.
- Will provide a plan for security and response to emergencies.
- Will develop a plan for evaluation of service success and quality of life outcomes.

- Must adopt toward individual service recipients and a commitment to have a creative and flexible approach to service, and to modify supports to ensure continued stability without requesting additional funding from the regional center.
- Must agree to a minimum of quarterly monitoring by Westside Regional Center. Families will be evaluated by a separate process and on a more frequent schedule.
- Keep financial data for 5 years from date of contract. It is required to keep receipts and cancelled checks for 5 years from date of contract.
- The contracts for the project will require an agreement that the grantee will provide, at minimum, 120 months (ten years) of continuous services, based upon the date of the first admission. Failure to meet this term of service will require the awardees to re-pay a portion of the original start-up grant. i.e., 12 months re-pay 95% of original start-up grant; 24 months re-pay 85% of original start-up grant, etc.
- Applicants must disclose any potential conflicts of interest (Title 17, §54500). Proposals will NOT be accepted from employees of the State of California, employees of the regional center system, or their immediate family members. Eligible applicants may be either a non-profit corporation (501-C3) or proprietary, for-profit entities.

Additional Requirements

- Development of Program/Service Design: The selected applicant will be required to complete a service design within thirty (30) days of award of the contract.
- Proof of Liability Insurance: The selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families and to name the regional center as an additional insured on all such policies.

SUBMISSION INSTRUCTIONS

Proposal Content and Service Summary Content Guidelines

Please include all information requested below and submit in the same order in your documentation. For additional guidance in writing your service summary, please refer to Title 17 regulations. Each proposal must be comprised of complete sets of the following components:

Application/Proposal Coversheet – Attachment A

Table of Contents- The proposal must include a Table of Contents.

Professional Resumes and References – Attachment B

As applicable, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.

Statement of Obligation – Attachment C

Sample Financial Statement – Attachment D

Budget Summary – Attachment E

Mission, Vision, and Value Statements: Provide any agency MVV statements and how these were developed for your agency.

Background and Experience: Summarize education, experience, and knowledge of key personnel in providing services to the target populations. Describe how the documented education, knowledge, and experience will be a good fit for developing this program.

Development Experience: Briefly summarize your current and previous development of services and programs. Highlight similarities between current or previous program(s) developed and your proposed program for this RFP.

Agency Outcomes: Describe anticipated outcomes of proposed service for people receiving supported living services in their homes and how achievement of outcomes will be measured.

Assessment and Planning: Briefly describe the planning process. Discuss how individual goals and objectives will be determined and progress measured.

Financial Resources: Discuss what financial resources you bring to the project (e.g. line of credit, cash or fluid capital reserves, etc.).

Continuous Quality Improvement (CQI): Describe how the service agency will use data, such as agency outcomes, stakeholder satisfaction, or other existing data. Providers shall describe the feedback loop by which problem procedures will be identified, corrective through revised practices, and further monitored to measure the effectiveness of those changes in agency practice.

DS 1891 Applicant/Vendor Disclosure Statement: Complete and include this document:

<http://www.dds.ca.gov/Forms/docs/DS1891.pdf>

Formatting Requirements

Applicants must adhere to the following formatting requirements when submitting proposals:

All submissions must be emailed to Monica Jauregui (monicaJ@westsiderc.org) at Westside Regional Center.

All submissions must also include an electronic version sent to: RFP@WestsideRC.org. Electronic submissions cannot exceed 15 megabytes per email. Multiple emails per RFP submission can and will be accepted. An email acknowledgement of each submission received will be sent to the applicant.

Attachments/Forms must be type written. Include additional pages as needed, please note that **proposals should be no longer than 10 pages total**. All proposals must be complete, typewritten, collated, and page numbered.

Proposal:

Proposals should be no longer than 10 pages total.

The “Application/Proposal Coversheet” (see Attachment – A) must be the first page of the proposal.

Fax copies will NOT be accepted.

Submissions will NOT be returned.

No proposals will be accepted after the deadline.

Housing Access Services: Describe your proposed housing access services. Include the following areas:

- Describe how your agency will be able to secure affordable housing for our clients.
- What experience do you have with county/city programs/agencies that connect individuals to affordable housing?
- How will you support clients in avoiding eviction or who have received an eviction notice?
- Describe other housing-related services you will provide and the number of consumers you are able to serve.
- Which counties are you able to provide these housing access services in?
- What challenges may you encounter with securing housing in these counties.
- What is your plan in serving diverse populations, included, but not limited to, culturally and linguistically? Provide an example.

INQUIRIES/REQUEST FOR ASSISTANCE

Questions related to the application guidelines may be directed to Monica Jauregui. Technical assistance is limited to information on the requirements for preparation of the application packet. Applicants are expected to prepare the documentation themselves or retain someone to provide such assistance. If an applicant chooses to retain

assistance from another party, the applicant must be able to thoroughly address all sections of the proposal during the interview process and/or demonstrate that the party assisting with the application will have a continuing role in the ongoing operation of the program.

Inquiries Contact: Westside Regional Center
Attn: Monica Jauregui, M.Ed.
CPP/CRDP Housing Manager
Re: Housing Access Services, RFP
5901 Green Valley Circle, Ste. 320
Culver City, CA 90230
(310) 258-4134
monicaJ@WestsideRC.org

Timeline requirements:

- March 4, 2024---Request for proposals release
- April 1st, 2024---Deadline for receipt of proposals
- April 3- April 19, 2024---Evaluation of proposals by selection committee
- April 24-30, 2024---Interviews with highest-ranking applicants, if applicable
- May 3, 2024---Notice of selection mailed or emailed to applicants.
- May 3, 2024---Notification of Project Award posted on WRC website.
- May 24, 2024---Start-up contract signed.

APPLICATION/PROPOSAL COVERSHEET

Name of Applicant or Organization Submitting Proposal			
Name of parent corporation, if applicable			
Applicant's mailing address			
Contact person for project			
Contact phone number		Contact fax number	Contact e-mail address
Author of proposal or consultant assisting with proposal			Author/consultant phone number
<u>List all Regional Centers with which you have vendored programs or services</u>			
Reg. Center	Name of Program/Service	Type of Program/Service	Vendor Number
<u>List all Regional Centers with which you have programs/services in development</u>			
Reg. Center	Type of Program/Service in Development		Service Start Date

Application submitted by:

Signature (person must be authorized to bind organization)

Date

PROFESSIONAL RESUMES AND REFERENCES

Name of Applicant/Organization: _____

Submit a professional resume for all staff and consultants identified or referenced in application, including individuals who will be administrator, if known.

<u>List all staff and/or consultants for whom a resume is attached</u>	
Name	Job Title/Type of Consultant

List three references, including job title and agency affiliation, who can be contacted in regard to applicant's qualifications, experience and ability to implement this proposal. References must be professional in nature. References from members of the applicant's governing board and/or applicant's family members are excluded from consideration.

Name: _____ Phone: _____

Job Title: _____

Agency Affiliation: _____

Name: _____ Phone: _____

Job Title: _____

Agency Affiliation: _____

Name: _____ Phone: _____

Job Title: _____

Agency Affiliation: _____

SAMPLE FINANCIAL STATEMENT

1. CURRENT ASSETS:
 - Cash in banks
 - Accounts receivable
 - Notes receivable
 - Equipment/vehicles
 - Inventories
 - Deposits/prepaid expenses
 - Life insurance (cash value)
 - Investment securities (stocks and bonds)

2. FIXED ASSETS:
 - Buildings and/or structures
 - Real estate holdings
 - Long-term investments
 - Potential judgments and liens

3. CURRENT LIABILITIES:
 - Accounts payable
 - Notes payable (current portion)
 - Taxes payable

4. LONG-TERM LIABILITIES:
 - Notes/contracts
 - Real estate mortgages

5. OTHER INCOME
 - Wages/revenues or other sources

6. LINE OF CREDIT
 - Amount available (specify)

BUDGET SUMMARY

Name of Applicant/Organization: _____

Submit budget projections using estimates that are both reasonable and realistic uses of funds.

	Care and Services	Start-up Expense & 3	Ongoing Monthly
1.	Food		
2.	Household Supplies		
3.	Personal Supplies		
4.	Program Equip/Recreation		
5.	Total Board & Supply (add lines 1-4)		
	Physical Plant	Start-up Expense	Ongoing Monthly
6.	Lease/Insurance (3 months lease)		
7.	Utilities (gas, electric, water, phone/media)		
8.	Vehicle Lease		
9.	Vehicle Maintenance/Gas/Insurance		
10.	Furnishings/Maintenance		
11.	Total Physical Plant (add Lines 6-10)		
	General Administration	Start-up Expense	Ongoing Monthly
12.	Admin Overhead		
13.	Office Supplies/Equipment/phone		
14.	Insurance(s)		
15.	Other-CCL fees		
16.	Staff recruitment		
17.	Training & Staff Development		
18.	Total Gen. Administration (add lines 12-17)		
	Staffing	Start-up Expense	Ongoing Monthly
19.	Salary – Administrator		
20.	Direct Staffing		
21.	Program Consultants		
22.	Employee Benefits		
23.	Payroll Taxes		
24.	Worker's Compensation		
25.	Total Staffing Expenses (add lines 19-24)		
26.	Total Start-up Expenses (add lines 5, 11, 18 & 25)	\$	
27.	Total Mo. Rate Per Person (divide Line 26 by 4)		\$